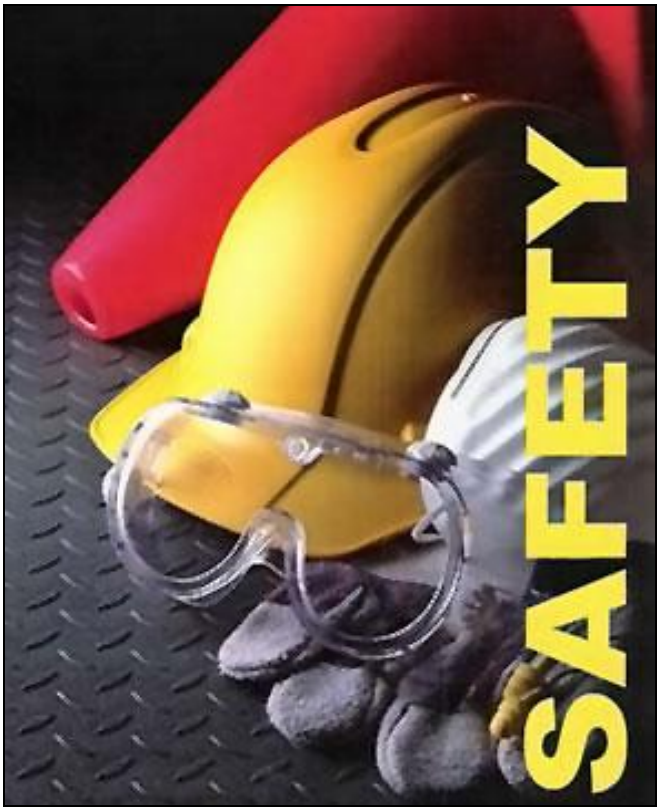
DIVISION 15

Occupational Health and Safety Manual



Safety Policies, Programs & Procedures Manual

Index Page

Sub-Index Page

ELEMENT 1

Corporate Health and Safety Policy, Roles and Responsibilities

Health and Safety Policy

Division 15 Mechanical Ltd. cares for the people they work and interact with and is committed to providing and maintaining a safe and healthy work environment. Our health and safety program is just one of our many efforts to demonstrate that we recognize the right of workers to work in a safe and healthy work environment.

Our Health and Safety Policy and Program outlines the Company's written commitment to providing guidance and direction for our workers to work safely, in addition to those who do business with us, such as subcontractors and suppliers. It's also established to protect any visitors and any members of the general public who may come into or near our work sites.

At Division 15 Mechanical, we strive to provide safe working conditions for all personnel. Our mandate is to promote and enforce the Health and Safety Program to safeguard everyone conducting business with us by providing information of what is expected of them to create and maintain a safe and healthy workplace.

This goal can only be achieved through a spirit of consultation and cooperation with all personnel and subcontractors. To accomplish our objective our program includes:

- Training & communication for all personnel that is appropriate & required to avoid hazardous situations, including scheduled safety meetings, toolbox talks, and other methods that meet or exceed legislated requirements.
- Supply, and instruct on the use of, correct personal protective equipment for all personnel
- Maintaining a formal inspection program to affirm our processes are effective
- Investigations of incidents to determine causes & imposition of corrective actions to prevent recurrences or escalation
- Company-wide and site-specific procedures and policies addressing physical and mental health hazards including during epidemics and pandemics.

Safety is the right and the responsibility of everyone. All personnel in our organization including management, permanent or part-time employees and contracted individuals are responsible and accountable for their own safety and the safety performance of Division 15 Mechanical. Everyone must protect their own health and safety by working in compliance with OH&S legislation, and the laws of the jurisdiction where we do business and abide by Division 15's health and safety management system.

Active participation in the Division 15 safety program is a responsibility and a condition of working on or visiting any of our worksites.

Dinos Hadjiloizou, M.Eng., MBA, LEED AP
President & General Manager

January 22, 2025
Date

Objectives

1. To improve personal communications so that each employee has a sense of what the company is doing, what the employee's part in it is, and what the safety program is about.
2. To eliminate or minimize personal injury, production loss, and property damage by promoting and enacting the following:

a) ***Housekeeping****:*
Maintaining orderly sites and work points in order to minimize personal hazards.

b) ***Safe Work Procedure:***
Teaching and following proven procedures in order to minimize exposure to workplace hazards and unexpected events.

c) ***Safe Work Conditions:***
Providing "low risk" workplace conditions in order to minimize exposure to workplace hazards and unexpected events.

d) ***Good Equipment, Maintained Well:***
Maintaining equipment in good working order and providing proper training for that equipment in order to minimize any risks to the operator.

e) ***Safety Awareness:***
Encouraging employees to be safety conscious in all aspects of their lives by emphasizing the benefits of personal safety.

f) ***Stay at Work or Early Recover at Work:***
Helping employees to be productive during their healing process.

We will control the contributing factors that lead to accidents.

Roles and Responsibility

Senior Management

1. Setting a good example at all times with safe work habits.
2. Enforcing safe work habits in all levels of the company.
3. Listening to the Joint Safety Committee and the Safety Manager about key issues with safety.
4. Help enact changes to the safety program when needs arise.
5. Help oversee Safety Manager, Supervisors, Joint Safety committee, workers, and subcontractors work diligently to keep the safety program maintained and working properly to protect workers and public alike.
6. Make sure that all OHS and WorkSafe regulations and acts are adhered to throughout the program.
7. Make sure the training and education of all levels of the company are provided and used to keep the entire company safe and productive.

Safety Manager

1. Make sure the Safety Program runs efficiently.
2. Keep abreast of industry safety regulations and trends to help the safety program evolve and stay effective.
3. Monitor the accident record system, making necessary reports and personal investigations of fatal, serious, or potentially serious accidents and incidents. Securing supervisors' accident and incident reports and checking to support corrective actions are taken.
4. Maintaining records and statistics including reports on inspections, meetings, and incident investigations.
5. Work with all levels of the system and keep the communication flowing and making repairs when problems arise.
6. Teaching or arranging for instruction for key members of the company in all relevant areas of safety. This is to include Joint Safety Committee members, supervisors, and workers in all areas including inspection, investigation, etc.
7. Inspecting worksites to make sure that safe work practices and safe job procedures are being adhered to, to correct unsafe acts and, if necessary, to discipline unsafe acts.

Safety Coordinator

1. Assist the Safety Manager in ensuring the Safety Program runs efficiently.
2. Keep abreast of industry safety regulations and trends to help the safety program evolve and stay effective.
3. Maintain records and statistics including safety talks, inspections, meetings and incident investigations.
4. Assist the safety manager in working with all levels of the system to keep communication flowing and assist with repairs when problems arise.
5. Develop in house training courses to help the safety program evolve and stay effective.
6. Inspecting worksites to make sure that safe work practices and safe work procedures are being adhered to and to correct unsafe acts and if necessary, discipline unsafe acts.

Superintendents / Foremen / Lead Hands

1. Immediately act upon any hazardous safety conditions or recommendations and inform workers of any potential workplace hazards.

2. Inspect worksites for compliance with safe work practices and safety rules. Correct unsafe practices and unsafe acts.
3. Maintain the quality of existing equipment and oversee that when new tools, equipment, or materials are introduced into the department, the proper instructions are given before they are issued for use.
4. Take extra care with new or young workers until trained in safe work practices and until said workers display a safe level of workmanship.
5. Work with management, Safety Manager, and joint health and safety committees reviewing incidents and investigation of accidents.
6. In the event the Safety Manager/ Safety Coordinator cannot make regular toolbox meetings, organize and conduct toolbox meetings in their place and keep record of this.
7. Work with site CSO with safety issues if Safety Manager can not address the situation.

Employees

1. Refuse any unsafe work, if unsure, ask and get informed of safe work procedures or practices.
2. Take an active role in keeping new & young coworkers safe. Correct unsafe habits or instruct worker in safe work practices or procedures.
3. Inform supervisors if a hazardous situation has been identified on site or with work practices of fellow workers.
4. Report all injures, no matter how minor, to a first aid attendant and to supervisor.
5. Advise direct supervisor or the safety department of any visit to the doctor for work-related problems.
6. Wear, when required, the proper personal protective equipment according to the OHS regulations and Company rules.
7. Do not work when under the influence of alcohol, drugs, medications, or other substances that would increase the risk of safety incidents. See “Safe for Duty” in section 15 of this manual for more information.
8. Do not engage in horseplay or any other behavior that may endanger self or others.
9. Attend and participate in crew safety meetings.

Subcontractors

Contractors shall have a Health and Safety policy that conforms to WorkSafe BC Regulations. Contractors and their employees will perform work in compliance with Government Regulations and with Division 15 Mechanical Ltd. Policies.

Joint Occupational Health and Safety Committee

1. Consult with workers and management about safety issues and present management with recommendations on accident prevention and on Occupational Health and Safety policies.
2. Review reports, statistics, and the general status of the safety program. Develop annual objectives and implementation plans for ensuring the equipment and methods of operations are in accordance with WorkSafe BC and that the program is followed.
3. Make recommendations to the employer on educational programs promoting the health and safety of workers and monitoring their effectiveness.
4. Consider and expeditiously deal with complaints relating to the health and safety of workers.

5. Audit that safety inspections are conducted, reviewed, followed-up on, and recorded on the appropriate forms.
6. Conduct “Hazard Analysis”, recognizing where the hazards exist, and making recommendations, and see to the provision and use of protective equipment and clothing.
7. Discuss at regular meetings any current accidents and incidents, their causes, and means of prevention.

ELEMENT 2

Workplace Hazard Assessment & Control

Hazard Assessment / FLHRA Policy

Each contracted job has a pre-construction hazard assessment filled out identifying potential hazards of the job prior to its start. The assessment covers the identification and controls of potential physical, chemical, biological, environmental and mental health risks following the hierarchy of controls.

Whether at the shop or on site, a daily pre-job hazard assessment, or Field Level Hazard Risk Assessment (**FLHRA**), shall be conducted in the work area where work activities are to take place. It is important to understand that the hazard conditions within a given work area may change throughout the day or from day to day. If the work area hazards or conditions change a new hazard assessment needs to be conducted before resuming work.

It is the responsibility of the supervisor to review that an FLHRA is carried out for each work area. This hazard assessment can be conducted by the supervisor, safety representative or designated competent worker as assigned by the supervisor. If the supervisor assigns the task to a designated, competent worker, the supervisor must review. This oversight is to support that the appropriate safety measures, devices and procedures are put in place prior to executing the work within the assessed area.

All workers are required to sign off on the FLHRA, indicating that they have reviewed and understood the safety procedures and control measures for the tasks to be performed within the assessed work area.

If required, the Supervisor will engage the Safety Manager in undertaking the Work Hazard Assessment to safeguard adequate safety procedures/ practices are identified and implemented. Using inspections, preventative maintenance and training/safety meetings, the supervisors will be attentive to all rules, SWPs, SJPs, hazard assessments, and controls will be used throughout the work day, until the task has been completed.

A pre-job hazard analysis form and FLHRA can be found in Appendix A of this manual and on the Safety Management software for Field workers.

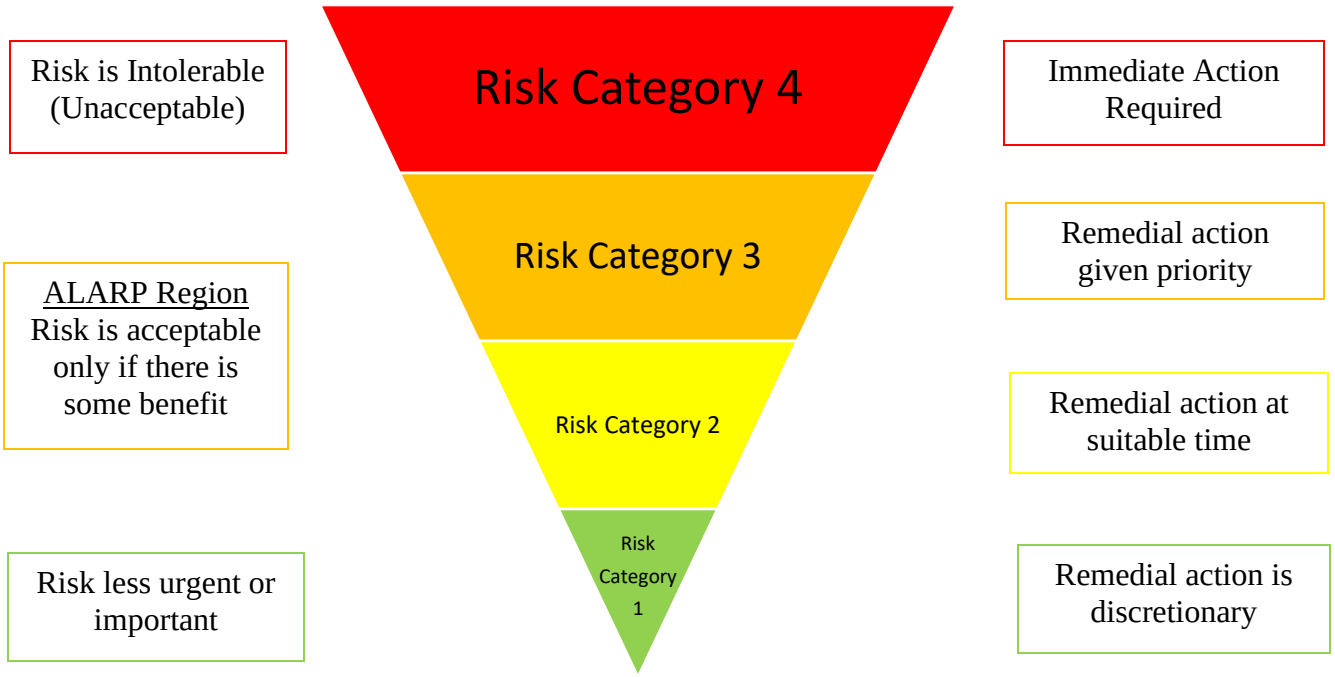
Copies of all FLHRAs must be retained and readily available on the Safety Management software.

Joint Health and Safety Committee members shall review the company’s Work Hazard Assessment Policies/Procedures on an annual basis.

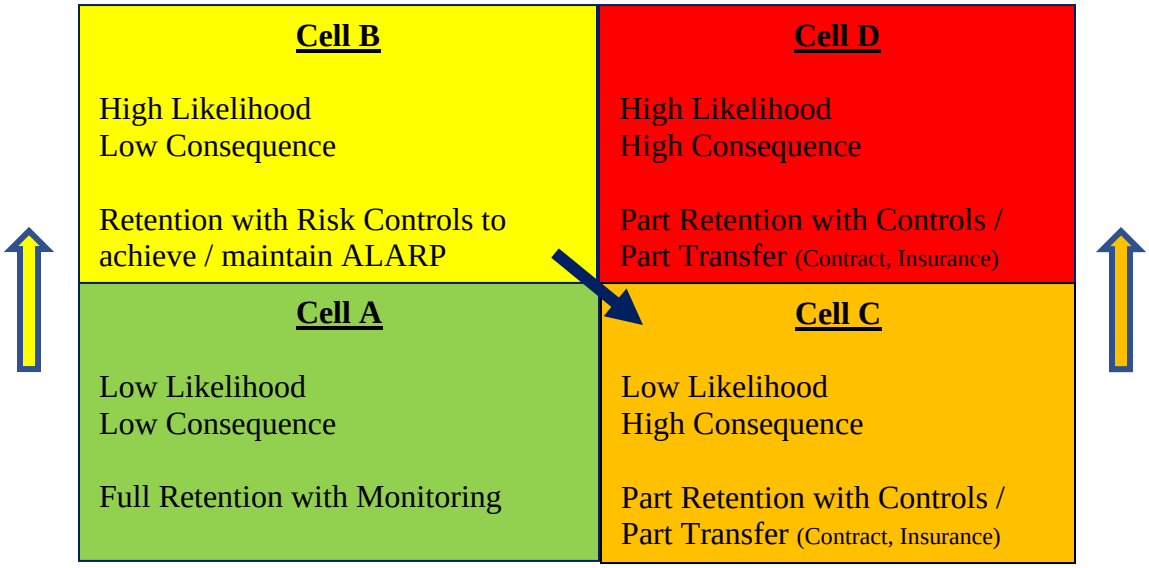
The Hierarchy of Controls

Division 15 Mechanical understands, in considering how to reduce a risk, there's a certain order that should be followed. This is called the **hierarchy of controls**. In protecting our workers, Division 15 feels it important to follow the **hierarchy**, as shown below, when possible, rather than start with the easiest **control** measures.

ALARP



RISK FORECASTING TOOL



ESSENTIALS OF RISK MANAGEMENT - RISK MATRIX TEMPLATE

high frequency	L-5	5	10	15	20	25				
happens often	L-4	4	8	12	16	20				
occassionally	L-3	3	6	9	12	15				
could happen but not often	L-2	2	4	6	8	10				
Not likely to happen	L-1	1	2	3	4	5				
		Likelihood	Consequence							
Action Required		**Factor**	**C-1**	**C-2**	**C-3**	**C-4**	**C-5**			
Risk Rank	**Action**									
L	not alarming but controls and monitoring needed		very minor	minor	moderate	extreme	unacceptable			
M	needs attention at best opportunity control monitoring and study	human	small cut no impact	cut needing medical attention	injury and property loss	loss of limb	one or more deaths			
H	immediate attention needed. Controls/monitoring.outside help	fire	almost a fire but contained	fire causing minor damage	fire negative impact/human /property	fire doing lots of damage	out of control fire			
E	immediately stop work and investigation leading to controls monitoring/study/outside help	spill	leak but no negative effect	small leak with negative effect	leak causing impact	spill that has caused harm	spill of huge proportions			
Low (1-3)		Medium (4-9)	High (10-16)		Extreme (20-25)					
If an incident occurred there would be little likelihood an injury would result.		If an incident were to occur, it would be likely that first aid would be required.	If an incident were to occur, it would be likely an injury requiring medical treatment would occur.		If an incident were to occur, it would have high likelihood to be a permanent injury or death.					
		Ask yourself: Can it be done another way?	*Ask yourself: Can it be done another way?*		*Ask yourself: Can it be done another way?*					
Existing controls should be ok		Additional controls may be needed.	Controls MUST be added to reduce risk.		Major controls MUST be added to reduce risk.					

RISK REGISTRY

Substitute - Engineering - Administration - PPE

Source Activity	Hazard	Scenario	Consequence	C - Level	Exisiting Controls	Likelihood	Risk Rank	Action
Drilling into concrete	Silica Dust	Worker drilling cement to hang pipes	Lung Disease - Silicosis	c-5	Training, Respirator Fit Test and use	l-4	Red	Regulation Reviews, Training, SWP
	Vibration		Hand swelling, carpal tunnel	c-3	Training, SWP, SJP, PPE	l-4	Orange	vibration gloves, breaks in between drilling task
	Noise		Hearing Loss	c-4	Training, SWP, SJP, PPE	l-5	Red	Wear Hearing Protection
Crane Lifts - High lift with heavy load	Mechanical failure	Lift heavy load to roof, equipment breaks	Death or permanent injury	c-5	Training, Education, SWP, SJP, Hire good sub trades	l-3	Red	Basic Rigging awareness, Attention, Hire good company
	Loss of load control	Lift heavy load to roof, load shifts & crashes into building	Property Damage	c-5	Training, Education, SWP, SJP, Hire good sub trades	l-3	Red	Basic Rigging awareness, Attention, Hire good company
Confined Space / Restricted space Entry	Bad Air	Worker is injured & retrieval is difficult	Death or permanent injury	c-5	Training, SWP, SJP, PPE, Monitoring, Ventalation	l-4	Red	Constant monitoring, correct respirator, fans, do not enter if bad air, regroup.
	Difficult Rescue		Death or permanent injury	c-5	Training, SWP, SJP, PPE, Monitoring, Lifelines & tripod	l-3	Orange	Preplanning, Rescue practise, Awareness, Air testing, SWP, SJP, Training
	Low Light		Injuries from lack of vision, eye strain, depression	c-3	Training, SWP, SJP, Correct equipment - lights	l-3	Red	Additional sufficient lighting, no sparking glass if breakage
Hydro Testing	Blow out	Line blows out with worker standing infront	Breaks, concussion	c-5	Training, SWP, SJP, Control Zones, signage	l-3	Orange	Double check joints, check for leaks, increase pressure slowly
Pneumatic Testing	Blow out	Line blows out with worker standing infront	Concussion, Death, Foreign object	c-5	Training, SWP, SJP, Control Zones, signage	l-3	Red	Engineer to write procedure, ensure everyone knows and no one is in the line of fire
Removing Cans	Silica Dust	Can removal after cement poured	Lung Disease - Silicosis	c-5	Training, Respirator Fit Test and use	l-4	Orange	Regulation Reviews, Training, SWP
	Pinch Points	Tight area fingers caught when using crowbar as lever	Cuts, scratches	c-3	Training, SWP, PPE, Awareness	l-2	Yellow	Pay attention
	Flying Debris	Concrete chips break under hammer	Cuts, scratches, eye damage	c-2	Training, SWP, PPE, Awareness	l-3	Yellow	Pay attention
Scissor Lift	Fall	Reaching outside guard rails	Broken bones or death	c-5	Training, SWP, PPE	l-2	Orange	Use a harness & lanyard
	Crush Injury	Worker reaches in to grab a tool and the lift lowers	Crush Injury	c-4	Training, SWP	l-1	Yellow	Training on Equipment & SWP
	Extension cords	Worker Ties cord to side of excavator	Property damage, electrocution	c-3	Training, SWP	l-3	Yellow	Never tie extension cord to sissor lift, watch for tangling
	Overhead Hazards	Worker looking down while going up and hits powerlines or ceiling	Crush Injury / Electrocution, Property Damage	c-5	Training, SWP, SJP	L-2	Orange	Look where you are going, Check your area first
	Body Strain	Looking up, working above	Strains	c-3	Training, SWP, SJP	l-4	Orange	Stretches, Breaks
	Falling Tools & Materials	Worker drops tool / material & it hits coworker	Head Injury or contusion	c-2	Training, SWP	l-3	Yellow	Training on Equipment & SWP

Source Activity	Hazard	Scenario	Consequence	Conseq uence	Exisiting Controls	Likelih ood	Risk Rank	Action
Trench Work	Water	Trench filled with water, can't access pipes, stuck in mud	Hypothermia, property damage, lose tools	c-3	Training, SWP, PPE	I-4	Orange	Drain the trench, keep warm, wear appropriate clothing
	Infection	Worker enters trench with open woonds that get dirty	Infection	c-4	Training, SWP, PPE	I-3	Orange	Ensure all open wounds protected
	Excavator near	Excavator digging in the trench you are working in	Death or permanent injury	c-5	Training, SWP, PPE	I-3	Orange	Eye contact with excavator, awareness of surroundings, keep well away from machine
	Crush Injury	Trench Supports collapse / Dirt shifts	Crush Injury	c-5	Training, SWP, SJP, knowledge of shoring	I-2	Orange	4'+ Check shoring, no material close to edge, soil solid
Rigging	Crush Injury	Pipe shifts & falls on worker	Death or permanent injury	c-5	Training, SWP, SJP, Critical lifts by certified rigger	I-3	Orange	Stand Clear of Load, Always watch load path, Hire good subtrades
	Body Strain	Worker looking up	Strains	c-3	Training, SWP, SJP	I-4	Orange	Stretches, Breaks
	Pinch Points	Fingers caught between sling & pipe	Crush Injury, breaks, cuts	c-4	Training, SWP, SJP	I-3	Orange	Pay attention, beaware of load stability
	Property Damage	Load shifts hitting property	Property Damage	c-3	Training, SWP, SJP, Hire certified riggers	I-3	Orange	Hire good subtrades
Cutting Rod	Sharp Edges	Worker grabs sharp edge	Break, Cut	c-3	Training, SWP, PPE	I-5	Orange	use the rasp
	Sparks	Fire Starts	Property Damage	c-3	Training, SWP, PPE	I-5	Orange	Clean area, remove flammables
	Noise	Grinding & Cutting	Hearing Loss	c-4	Training, SWP, SJP, PPE	I-5	Red	Wear Hearing Protection
	Burns	Worker touches metal before cooling	Burns, Fire	c-3	Training, SWP, SJP, PPE	I-3	Yellow	Let material cool or cool with water
Installing Pipe	Manual Lifting	Lifting improperly	Strain, Sprain, Tear, Hits	c-2	Training, SWP, Lifting Properly	I-4	Yellow	Pay attention, use your legs
	Other Workers	Workers in the way	Strain, Sprain, Tear	c-2	Training, SWP, Lifting Properly, Communication	I-4	Yellow	Communicate, be aware of your surroundings
	Cutting Steel	Kickback	Break, Cut	c-2	Training, SWP, SJP, PPE	L-3	Yellow	Foot on piece so doesn't go flying, Pay attention
Housekeeping	Slips, trips, falls, cuts, strains, sprains	Clean Up	Cuts, Bruising, Strains	c-2	Training, SWP, SJP, PPE	L-3	Yellow	Pay attention, clean as you go
Ladder Work	Over reach	Worker leans out to reach something	Death or permanent injury	c-5	Training, SWP, SJP, PPE	L-3	Red	Move the ladder
	Slips, Trips, Falls	Worker drilling inserts from a ladder or placing cans	Breaks, Death, Strains, Slips	c-5	Training, SWP, SJP, PPE	L-3	Red	3 points of contact, Fall protection above 10 Feet, Training
Grinding	Sharp Edges	Worker grabs sharp edge	Break, Cut	c-3	Training, SWP, PPE	I-5	Orange	use the rasp
	Flying Debris	Concrete chips breaking under pressure	Cuts, scratches, eye damage	c-2	Training, SWP, PPE, Awareness	I-3	Yellow	Pay attention
	Noise	Grinding & Cutting	Hearing Loss	c-4	Training, SWP, SJP, PPE	I-5	Red	Wear Hearing Protection
	Sparks	Fire Starts	Property Damage	c-3	Training, SWP, PPE	I-5	Orange	Clean area, remove flammables

Source Activity	Hazard	Scenario	Consequence	C- Level	Exisiting Controls	Likelihood	Risk Rank	Action
Coring	Manual Lifting	Lifting improperly	Strain, Sprain, Tear, Hits	c-2	Training, SWP, Lifting Properly	I-4	Yellow	Pay attention, use your legs
	Silica Dust	Coring above workers head	Lung Disease - Silicosis	c-5	Training, Respirator Fit Test and use	I-4	Orange	Wear your Respirator & Glasses
	Property Damage	Worker does not scan hits internal wiring/pipes	Property Damage	c-3	Training, SWP, SJP	I-3	Orange	Scan well, know what is in the way
	Crush Injury	Cored piece drops on fingers, foot, head	Crush Injury, Death	c-5	Training, SWP, SJP	I-3	Orange	Stand Clear, watch the cored piece when finishing
Glues & Primers	Fumes	Worker exposed to long without a respirator	Lung Damage or Burn	c-4	Training, SWP, SJP	I-3	Orange	Ensure ventilated area, respirator if needed
	Skin Irritation or Burns	Worker gets Glue or Primer on skin	Skin Damage, Sensitizer	c-4	Training, SWP, SJP	I-3	Orange	PPE
	Explosion	Working in a poorly ventilated space	Property Damage, Death	c-4	Training, SWP, SJP	I-2	Yellow	Fans and ventilation
Roof work	Falls	Worker not wearing harness	Injury, Death	C-5	Training, SWP, SJP	I-3	Orange	Guardrails, Safety Zones, SignOffs
	Weather	Work in adverse weather	Injury, Death	C-5	Training, SWP, SJP	I-4	Red	Guardrails, Safety Zones, SignOffs, good footing, dress appropriately, hydrate
Manually Offload Supplies	Manual Lifting	Lifting improperly	Strain, Sprain, Tear, Hits	c-2	Training, SWP, Lift Properly	I-4	Yellow	Pay attention, use your legs
	Pinch Points	Fingers caught between sling & pipe	Crush Injury, breaks, cuts	c-4	Training, SWP, SJP	I-3	Orange	Pay attention, beaware of load stability
Soldering Pipe	Burns	Worker catches piece of clothing	Burn	c-2	Training, SWP, SJP, PPE	I-3	Yellow	No loose clothes
	Fumes	Worker exposed to long without a respirator	Lung Damage or Burn	c-3	Training, SWP, SJP, PPE	I-3	Yellow	Proper Ventilation, Respirator if long time periods
	Slag	Dripping below	Property Damage, Burns	c-3	Training, SWP, SJP, PPE	I-3	Yellow	Control Zone if at heights, protective sheet if finished areas
	Noise	Soldering	Hearing Loss	c-4	Training, SWP, SJP, PPE	I-5	Red	Wear Hearing Protection
Welding	Flash Burns	Persons looking at weld spark without protection	Burned retina from UV	c-4	Training, SWP, SJP, PPE, Signage, Control Zones	I-4	Orange	Control zone, welders mask & screen, signage
	Fire	Torch catches flammable material	Property Damage, Burns	c-3	Training, SWP, SJP, PPE	I-3	Yellow	Flammables moved
	Fumes	Worker exposed to long without a respirator	Lung Damage or Burn	c-3	Training, SWP, SJP, PPE	I-3	Yellow	Proper Ventilation, Respirator if long time periods, Smoke Eater
	Explosion	Leak in tank	Permanent injury	c-4	Training, SWP, SJP, PPE	I-2	Yellow	Check tanks before using
Working near mobile equipment	contact with equipment	pathway to your work area is across an active mobile equipment road	severe injury / death	c-5	Training, SWP, SJP	I-4	Red	Eye-contact with driver, keep a safe distance
	pinch-poiint		crushed limb	c-4	Training, SWP, SJP	I-3	Orange	Do not approach a vehical in motion. Give space when turning
	falling material / tools		head injury	c-4	Training, SWP, SJP, PPE	I-3	Orange	Allways wear your hard-hat. Be aware of what is over you
working alone	site personel unaware of your location	working on a multi-story building that is near completion or in the parkade	left behined in an emergency	c-3	Training, SWP, SJP	I-4	Orange	Notify supervisor, and site personnel of your location and duration of task
	communicatio n issues		unable to call for help	c-4	Training, SWP, SJP	I-3	Orange	Keep in contact at least once every hour
	lack of help in a chrisis		negative situations made worse	c-4	Training, SWP, SJP,	I-3	Orange	ensure there is at least one way to contact help, paired with hourly check in's
Multiple task hazard	rushing / cutting corners to complete task	multiple tasks to complete near the end of the work day	careless mistakes leading to injury.	c-3	Training, SWP, SJP, PPE	I-4	Orange	Ask for help with the tasks, or complete the most important task first, leave the rest for the next day

Hazardous Materials & Substances – Lead

When working in a building that was constructed prior to the 1980s, it is necessary for testing to be conducted to determine if the paint is lead-containing. Potential exposure to lead is assessed by a third-party company that is appointed by the owner or General Contractor for the project. Division 15 assesses the potential exposure to lead by the age of the building, and then follows up with the owner or General Contractor to ensure that testing is being done.

It is the responsibility of Division 15 Mechanical to obtain the reports/ results of the testing to ensure exposure does not exceed occupational exposure limits. Division 15 requires a copy of the report and/or written, signed documentation that states that there is either no lead, or that the level of lead does not exceed occupational exposure limits. Verbal or other informal confirmation will not suffice. It is Division 15's responsibility to safeguard that no work by our employees or subtrades takes place prior to the report or written confirmation being obtained.

Should the report show that lead levels exceed occupational exposure limits, no work will be done on the site until the General Contractor or Owner has arranged for, conducted, and confirmed completion of abatement. Testing and Abatement are not in Division 15's scope – this is done by the GC or Owner prior to Division 15 starting work.

If Division 15 has received confirmation that lead is present but does not exceed occupational exposure limits, workers will endeavor to ensure that any lead dust is cleaned away promptly.

Annual Hazardous Materials & Substances Training will keep workers informed of the hazards of lead and the safe handling of lead.

Hazardous Materials & Substances – Silica

Silica is very common in construction. It is a major component of sand, cement, gravel, stone, brick and mortar. It can be present in asphalts, roof coverings, joint compounds, plaster, caulking compounds, and mastics. It is a common filler for paint, plastics, rubber and water filtration, and employed in sandblasting, grinding, abrasives and scouring cleansers.

As a result, occupational exposure to crystalline silica is one of the common occupational hazards on a construction site. Some examples of tasks with increased exposure risk includes: drilling anchors, coring, chipping cans, demo work involving concrete, etc. Health effects that result from overexposure to crystalline silica includes: breathing difficulty, lung irritation, decreased pulmonary function, progressive respiratory symptoms, and silicosis lung disease and/or lung cancer.

It is the responsibility of Division 15 Mechanical to be attentive that our employees and subtrades recognize work that can expose them to this hazard and the controls that will increase their safety.

Silica control plans will be done for each site using the BCCSA Silica Tool. Annual respirator fit testing and toolbox reviews of the harmful nature of silica will be performed to keep workers informed of the hazards of silica and the safe work practices to follow when working with it.

Hazardous Materials & Substances – Asbestos

Division 15 workers can potentially be exposed to asbestos when old systems are being demolished in buildings constructed prior to the 1990s, or when we are the Prime Contractor on jobs involving excavation where there is potential of old material being uncovered. Damaged asbestos-containing materials are a serious health risk if fibers are, or can be, released. Intact and undisturbed materials pose no health risk.
There are two types of asbestos-containing materials that workers may come across:

1. Friable (easily released fibers) – Pipe insulation, trowelled insulation, texture coating, the paper backing of linoleum flooring
2. Non-Friable – Floor Tiles, linoleum, cement pipes, drywall taping compound, mud used around doors, fire stopping materials like cementitious fire stop, mud around pipe penetrations, loose fill, ropes or vermiculite.

When working in a building that was constructed prior to the 1990s, it is necessary to identify potential asbestos-containing materials during walk throughs. When evaluating contracts involving excavation, it is important to understand what may be uncovered by confirming with the GC or owner that the excavator has called BCOneCall. The potential exposure to asbestos from potentially asbestos-containing materials must be assessed by certified third-party testing.
It is the responsibility of Division 15 Mechanical to obtain the reports/ results of the testing to ensure no work will be done on the site until the General Contractor or Owner has arranged for, conducted, and confirmed completion of abatement. Testing and abatement are not in Division 15's scope – this is done by the GC or Owner prior to Division 15 starting work.
Division 15 requires a copy of the report and/or written and signed documentation that states that there is either no asbestos, or that the asbestos has been abated by certified contractors. Verbal or other informal confirmation will not suffice. It is Division 15's responsibility to safeguard that no work by our employees or subtrades takes place prior to obtaining the report or written confirmation.
Hazardous Materials & Substances Training will keep workers informed of the hazards of asbestos.

Hazardous Materials & Substances - Flammables, Combustibles and other Dangerous Substances and Gases Program

All Division 15 employees need to know about the chemicals, dangerous substances, explosives and gases that are in use around them on any given workday. Division 15 endeavours to educate all employees to make sure that everyone is aware of dangers surrounding them and to affirm they are not exposed to the harmful effects.

Flammables:
Flammables are around us on every worksite and construction site. They could be gasoline, propane vapours or vapours from a battery that is charging. The Upper Flammable (Explosive) Limit (UFL) is the highest concentration at which vapours or gases in the air will catch fire and burn. The Lower Flammable Limit (LFL) is the lowest concentration that will catch fire and burn. Different gases have different ranges of UFL and LFL.

Auto Ignition Temperature is the temperature at which a substance will spontaneously ignite without a source of ignition such as a flame or a spark to ignite it. Examples are White Phosphorus

which is 34 degrees C (93 degrees F) and Gasoline which is 257 degrees C (495 degrees F). Remember to check SDSs of our products as per your WHMIS 2015 training.

Do not store flammable material, gases or liquids near a source of ignition which could be anything that sparks or any electrical equipment.

Make sure to store flammables in a ventilated area. Ventilation is considered adequate if it is sufficient to prevent accumulation of significant quantities of vapour-air mixtures in a concentration over one-fourth of the lower flammable limit. At the construction site you may not have a detector with you but if you are in an area with a strong smell of gas or vapour make sure to report to the Supervisor and warn anyone not to stay in the area.

Store charge lead acid batteries in a well-ventilated area. A/C creates sulfuric acid, sulfuric acid equals electrolytes and each cell produces 2 volts.

Propane produces combustible vapours therefore, you must make sure you are wearing face protection (shield), appropriate gloves and apron to protect yourself.

During use, compressed gas containers (Nitrogen, Propane, Oxygen, Acetylene, etc.) must be stored in a compressed tank in an upright position, secured against movement.

Liquids have a Flash Point if the temperature at which it gives off a vapour produces it in sufficient concentration to ignite. For example, gasoline in -45 F and kerosene is 110 F.

Division 15 and Sub-Trade Welders:
Workers will be around Division 15 and sub-trade welders

Responsibilities

- Acetylene, Fire Extinguishers, Oxygen tanks are stored in a compressed tank, upright position and secured against movement to prevent nozzles from being broken off if dropped or kicked.
- Electrical fittings such as elbows, unions, seals, etc. undergo a hydrostatic test, and fire extinguishers follow suit, with hydrostatic testing being done every 5 or 6 years.
- Class 1 liquids shall not be dispensed into containers unless the nozzle and container are electrically interconnected.
- Be attentive that there is no explosive vapour accumulating and that Division 15 Workers do not work directly with any welding containers or any containers that could contain explosive vapours.
- Test reverse flow check valves installed at least once every 6 months.
- Test the connection from the cylinder, hose, and regulator every time the gasses are turned on.
- Cylinder valves and regulator connections are to be free of dirt, dust, oil, and grease.
- Educate workers to not stand directly in front of or behind a regulator when opening the cylinder valve.
- Welders or will mark recent welds or cuts with “hot” signs, or zone off the area.
- All hot work, (grinding included), must be done while wearing appropriate clothing for the task. ie: FR or leather clothing for welding or plasma cutting
- All hot work, (grinding included), must be done with a fire extinguisher within 10’, in case of emergency.

Hazards

- Compressed gases - Can become a missile or do major damage if nozzles are broken.
- Explosive vapours - Grounding and bonding are required for dispensing flammables.

Acetylene under NFPA is classed as Group A; ignition temperature is 350C/581F, with Hydrostatic pressure of 6000 PSI.

Gases/Particles:
Welding, plasma cutting and grinding all have the potential to expose workers to hazardous particles and gases. Workers will be educated on fumes (ie: manganese, chromium, nickel, beryllium other toxic metals and fluorides), gaseous by-products (ie: nitrogen oxide, carbon monoxide, cardon dioxide and ozone) and other gases and vapors that are part of the by-products of coatings on metals or are formed as a result of interactions with chemicals in the air.
Attention will be given to ventilation whether natural, mechanical or local exhaust ventilation (LEV) and which will work best for both indoor and outdoor as elevated exposures can occur when welding mild steel, stainless steel and other alloys. Respirators will be required when the chosen ventilation system cannot control the fumes generated and they are higher than accepted levels.

Respirator Program:
As mentioned in the PPE section, when working with hazardous materials or within hazardous atmospheres, a respirator is used with a cartridge that is effective for the particular hazard. At the time of hire, every worker is given a half mask with P100 filter cartridges and a Fit Test is conducted. The worker is trained on regular positive / negative Fit Checks, and Annual Fit Testing is completed by the Safety Manager.

We do not do any work that is IDLH (Immediately Dangerous to Life or Health), so air supply tanks are not required at Division 15 Mechanical.

Pandemics & Outbreaks

Introduction
Division 15 understands the situation of any Pandemic or Outbreak changes daily. Any procedures will be updated regularly as our understanding of the situation improves and our ability to improve the safety precautions for workers on Division 15 Projects also increases. Division 15 will follow Federal and Provincial regulatory recommendations.

Everyone's participation is critical. Division 15 asks all employees to please share any ideas for things that we can do to make you safer and if you have questions or concerns, please direct them to your Foreperson or the Division 15 Health & Safety Team. Our goal is to continue providing a safe and healthy workplace; if you have any concerns for your safety at work share those concerns- it's important to Division 15. Your safety and health are our principal concern.

Adherence to safety procedures is mandatory in order to maintain a safe and healthy workplace for our workers, their colleagues, and the general public. Subtrades and workers who do not comply with these procedures may be asked to leave the site and not be permitted to return until the current situation is under control. One person's risky behavior puts all of us in jeopardy.

Division 15's prevention procedures may be based on several factors, including: health monitoring, physical distancing, hand hygiene, cleaning and disinfecting, contractor and project-specific procedures, and any other means necessary to prevent transmission of the virus.

On Jobsites

At each jobsite, Division 15 and our subtrades are required to monitor their workers for compliance with the GC's Prevention Procedures and Division 15's Prevention Procedures, as well as Federal and Provincial regulatory recommendations. Division 15 will make reasonable efforts to inform workers, subtrades and others on site as requirements change.

ELEMENT 3

Safe Work Practices

Safe Work Practices

Definition
A safe work practice is a set of guidelines or do's & don'ts outlining how to perform a specific task/job that may not always be done in a consistent manner.

Purpose
The purpose of the following safe work practices (SWP) are to safeguard that during any of the described tasks/jobs, workers who may be exposed to low, medium or high hazard work are adequately instructed and protected.

Scope
The following SWPs apply to all Division 15 Mechanical employees and subcontractors working at all Division 15 sites, projects, fabrication shop(s), yard, storage facility and office(s).

Responsibilities
***Management is responsible for**:*

- Supporting the application of these safe work practices on all Division 15 sites, projects, fabrication shop(s), yard, storage facility and office(s)
- Providing support to support that all workers are given the time and opportunity to learn these safe work practices so that they are adequately trained and perform the task/job safely
- Providing safe tools, equipment and materials to facilitate the work being done

Supervisor/Foreperson is responsible for:

- Follow up that all workers have received necessary training/instruction on the practices to safely execute the work
- Positively lead by example at all times by working professionally and safely, and avoiding shortcuts
- Supporting all workers in reviewing and abiding by the safe work practices set herein
- Monitor the effectiveness of the practices and give feedback to the safety department when updates are necessary

Employee/Sub-contractor is responsible for:

- Understanding their legislated rights & responsibilities. To exercise and execute them
- Requesting assistance/direction if in doubt or unfamiliar with the task/job at hand.
- Being familiar with and following all applicable safe work practices
- Keeping an organized, clean and safe work environment for both themselves and others working around them

Preliminary Activities
All visitors and personnel are to affirm they have received an appropriate and current site-specific orientation by the Prime Contractor prior to accessing the work site.

A pre-job hazard assessment must be documented prior to the start of any task/job, shift start and/or safe work practice. All personnel involved in the task/job (Foreperson, worker, subcontractor) must participate, review, be familiar with, and sign-off on, their individual or crew-documented hazard assessment.

Any worker found to not have participated in the hazard assessment process will be subject to disciplinary action.

Review with all personnel the safe work practice relevant to the task/job at hand and who are directly involved with the task/job.

Proof of training (for specific tasks) is required and must be made readily available on site to confirm certification/training is current and that the worker is competent and compliant with administrative hazard control requirements

Critical Task and Technical Equipment Evaluation
Workers assigned to complete tasks that have been deemed critical tasks or involve a piece of technical equipment, will be included in a review of how a task is performed, including the activities involved, timeframes, and equipment used. Review of critical tasks and reviews of technical equipment will be documented in Salus and signed by the worker and mentor or supervisor. Critical tasks that do not have a pre-existing SWP will have a site specific one developed with by the forepersons / workers and safety team.

Required Safety Equipment (PPE)
The following personal protective equipment is considered to be basic PPE and a requirement to work on any Division 15 Mechanical site:

- CSA approved safety boots. Boots bust be in good repair with good ankle support
- CSA approved hard hat in good repair without modifications & worn without a ball cap
- CSA approved eye protection
- High visibility garment (CSA standard may be required in certain circumstances or by client/prime contractor rule). It must have reflective value & not tattered or torn
- Gloves to suit the task/job/hazard when required or made readily available unless the client/prime contractor deem it required to be worn at all times
- Adequate clothing consisting of long pants and shirts with a minimum of 4” sleeves to protect from routine hazards on site. No shorts or cut-off t-shirts. Other attire to protect oneself from the elements that won’t cause hazard/danger to the worker
- Appropriate welding PPE; Fire rated wool, cotton or leather clothing, gauntlets (as required), leather gloves, welding visor, leather apron (as required), leather steel toe boots
- Please consult with your immediate supervisor, the client, prime contractor, SDS (safety data sheets), manufacturer specifications or other resource for any other additional or specialty PPE requirements

Safe Work Practice – Chemicals in the Office

General Safety Requirements and Instructions

DOs

- Affirm the chemical you intend to use is the correct chemical for the job by reading the label.
- Review the SDS for the chemical prior to use.
- Wear any necessary PPE, as per the SDS/Label.
- Use the product according to manufacturer's directions.
- When necessary, advise coworkers you will be using the product, and its health effects, when working near others.
- Return the SDS and Product to its safe storage place. If not stored properly, move the product to where it should be stored and advise management that it has been moved.

DON'Ts

- Don't use hazardous or controlled chemicals without the specified PPE from the SDS.
- Don't use hazardous or controlled chemicals without first consulting the SDS.
- Don't use substances in unmarked containers. Put containers in a safe place and put a sign on it advising others not to use it. Try to find out what it is and where it came from. label the container as quickly as possible.
- Don't move a substance to a container without a label.

Creation, Approval and Revision Record

Created By:	Michael Coyne/ Catherine Gallant	**Date:**	2016
Approved By:	JOHS Committee	**Date:**	2016
Revised By:	Catherine Gallant	**Date:**	September 7, 2016

Safe Work Practice – Circular Saw

General Safety Requirements and Instructions

DOs

- Firstly, a hazard assessment shall be completed (the hazard assessment will identify any hazards specific to the workplace or environment)
- Use proper PPE (work boots, safety glasses & FACE SHIELD, gloves, helmet, and ear plugs)
- Check the tool is in good working order and the guard and all safety devices work.
- Be familiar with the manufacturer's instruction manual and warning labels.
- Keep the power cord away from blade, heat, water, and oil when in use.
- Only use power cords that are in good condition and properly grounded.
- Keep the work area clear of debris that could cause tripping hazard.
- Avoid cutting small pieces of material.
- Maintain adequate lighting in work area.
- Keep your hands and fingers away from the cutting area and running blade.
- Keep away from the saw's kick back path.

DON'Ts

- Don't use tape or any other means to bypass the safety interlock
- Don't hold or fix the retracting guard in the open position.
- Don't use the equipment if you feel drowsy or ill (including severely hung over)
- Don't force the saw while cutting material.
- Don't place your hand under the shoe or guard of the saw.
- Don't carry the saw with your finger on the trigger.
- Don't overreach when cutting material; keep proper footing and balance.
- Don't wear loose jewelry or loose clothing including long hair that can catch in blade when running.
- Don't use a saw with excessive vibration or if it feels unsafe in any way.
- Don't operate saw if standing in water.
- Don't attempt to remove the saw from material or pull it back while the blade is motion.
- Don't overtighten the blade locking nut.

Creation, Approval and Revision Record

Created By:	Michael Coyne & Workers	**Date:**	2015
Approved By:	JOHS Committee	**Date:**	2015
Revised By:	Catherine Gallant	**Date:**	September 7, 2016

Safe Work Practice – Cold Stress

General Safety Requirements and Instructions

What is Cold Stress?

Cold Stress is the effect of temperature and wind in cold weather or cold environments. Cold Stress may result in frost-nip, frostbite, hypothermia and/or trench foot.
Numbness and colour change of extremities are signs of the above.

DOs

- Remember to log environmental hazards such as cold, wind, rain, sleet, snow, etc. when filling out the FLHRA.
- Stay out of the wind on cold days when possible. Try to work behind a wind break if you have to work outdoors in cold weather.
- Dress for the weather – wear warm, layered clothes that cover extremities.
- Wear CSA approved rubber boots in cold, wet situations.
- Move around regularly to keep circulation going.
- Keep a warm, dry change of clothes nearby in case clothing or shoes get wet.
- Monitor yourself and others for signs of cold stress
- Supervisors will check for signs of cold stress during cold temperatures; if a worker is unfit for duty, Supervisor/FAA must advise the worker to receive First Aid treatment.
- Worker must stop work immediately.
- If there are signs of frost-nip, frostbite, hypothermia and/or trench foot, get the worker to a warm place indoors.
- Warm effected area(s) slowly, without friction or pressure – use warm (not hot) water, or body heat for best results.
- Remove wet clothing and replace with dry clothes or blanket.
- In cases where the worker needs to leave site for treatment, transportation must be arranged by the supervisor or FAA (company vehicle, taxi, or in severe cases, ambulance.)

DON'Ts

- Don't ignore cold and/or wet feet, wet socks, wet clothing.
- Don't work in harsh conditions when not necessary.
- Don't rub frost-nipped or frostbitten areas in an attempt to warm with friction. This can lead to tissue damage.
- Don't use pressure or friction on effected area.
- Don't give effected worker hot sugary beverages

Creation, Approval and Revision Record

Created By:	Michael Coyne	**Date:**	October 11, 2017
Approved By:	JOHS Committee	**Date:**	November 14, 2017
Revised By:	Catherine & Amanda	**Date:**	November 8, 2018

Safe Work Practice – Confined Space Entry

General Safety Requirements and Instructions

DOs

- Where tests indicate unsafe conditions in the confined space, it must be ventilated or cleaned, or both, and retested to ensure that the unsafe atmospheric conditions have been removed or eliminated before a worker enters.
- Where tests indicate that the atmosphere in the confined space cannot be made absolutely safe, the worker entering the confined space must wear respiratory and personal protective equipment and, where flammable or explosive gases or liquids are present, all sources of ignition will be eliminated or controlled.
- When entering a confined space, be in constant communication (verbal, radio, spotter) with another person stationed near the entrance to the confined space.
- Where work is carried out in a confined space, the space will be ventilated at all times.
- The employer will notify WorkSafeBC in writing and submit a copy of the proposed work procedures at least 7 days before a worker enters a confined space, which has been inerted.
- Prior to entry, refer to SDS for any glues that will be used.

DON'Ts

- Don't enter a tank, vessel, tunnel, sewer or other confined space in which a harmful atmosphere exists or may develop until:
  - appropriate tests, to determine the nature and quantity of harmful vapors, gases, fumes, mists, dusts and oxygen deficiency have been made and recorded;
  - written work procedures, based on the work to be done, have been established to create a safe environment for the worker.

*****IMPORTANT*****

The information in this Safe Work Practice is basic information only. Whenever a job requires entry into a Confined Space, a Site-Specific Safe Job Procedure must be developed before the start of that job.

Creation, Approval and Revision Record

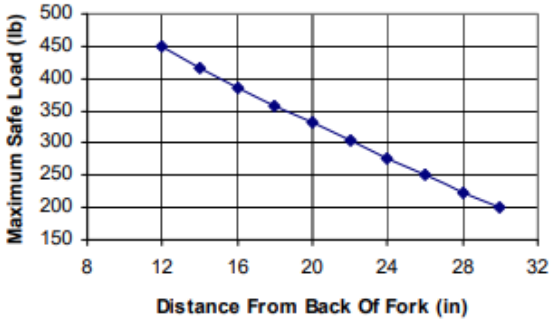
Created By:	Michael Coyne & Workers	**Date:**	2015
Approved By:	JOHS Committee	**Date:**	2015
Revised By:	Catherine Gallant	**Date:**	September 7, 2016

Safe Work Practice – Using a Contractor Lift

General Safety Requirements and Instructions

DOs

- Complete a pre-use inspection form before using the contactor lift and make note of any potential problems with the lift. Report any damaged or broken parts to your foreperson.
- Complete your FLHRA and site inspection before the lift.
- The center of the load should always be between the fork arms and as far back towards the lift as possible.
  - The center of gravity of the load should never extend past 21.5” on standard forks and 27.8” on extended forks
  - When using fork extensions (Unistrut), check the reduced capacity of the lift is still greater than the load weight
- Set up a control zone to protect other workers or pedestrians.
- Use the stabilizer legs/outriggers when available for any lifting with a load weight of 400 pounds or more, when extended to heights greater then 12 feet, or any large or bulky loads.
- Make sure the lift is being used on a flat surface.
- Check the units capacity rating before lifting.
- Secure load to prevent rolling or shifting
- Remember that the load capacity changes based on the distance from the back of the forks. (See example chart for sumner 2400)



- Only use the hand crank to control the elevation of the lift
- Keep tension in the line when descending to avoid tangling, kinking or other damage to the cable

DON’Ts

- Do not operate unless you have been trained and have access to the operator’s manual.
- Do not attempt to permanently modify the lift in any way that it is not designed for, or use parts that are not designed for the lift.
- Do not use shallow Unistrut for fork extensions.
- Do not lift a person.
- Do not attempt to repair the lift until it is fully descended and there are no moving parts.
- Do not use two lifts in tandem to lift a load which exceeds the capacity of a single lift.
- Do not stand underneath a load that is held up by the lift
- Do not stand directly behind the mast while the unit is being tilted when moving.
- Do not attempt a lift when there is a chance of the load falling due to wind, or if there is a chance of contacting energized lines.
- Do not use the lift as a support for ladders or elevated work platforms.

- Do not move the lift in the upright storage position unless the spring loaded plunger pins are fully engaged on both leg locks.

Creation, Approval and Revision Record			
Created By:	Safety Team & Workers	**Date:**	2023.06.23
Approved By:	JOHS Committee	**Date:**	2023.07.11
Revised By:		**Date:**	

Safe Work Practice – Coring

General Safety Requirements and Instructions

DOs

- Identify the spot for drilling and know your area. Use a scanner if needed to detect any danger in the hole location (electric/gas/water lines/pre- & post-tension cables/rebar).
- Avoid being close to walls, electrical fittings, lighting fixtures, etc.
- Erect a control zone 8’ back from work area and below where the core will drop
- Post signs indicating that there is a danger and that there is no entry to the area
- Communicate with other trades
- Keep electrical cords clear of any water
- Use the correct power setting for the material
- Double check all equipment is securely attached
- Wear proper PPE - Anti-Vibration Work Gloves, Steel Toe Safety Boots, Hard Hat, Eye Protection, Hearing Protection, Respirator protection (if drilling into concrete), and sun protection when working in areas exposed to sunlight.
- Maintain sufficient water flow for coolant and dust suppression. Supply tank pressurized
- Use a wet/dry vac at drill location for water and if needed, a Hepa Vac at the location of exit point of pilot hole to collect silica-containing dust
- Drill pilot hole to confirm where exit point will be
- Use scaffolding if drilling above 6’. Set scaffolding at correct height in order to safely control core when it comes free of hole. Tie off securely if working from a ladder.
- Fit safety covers over core holes
- Clean work areas and equipment covered by dust at the end of every shift using a HEPA filter vacuum
- Place waste material in an approved container to be disposed of according to site regulation

DON’Ts

- Don’t install the drill on the mast when the motor is running
- Don’t use the wrong type of coring bit
- Don’t drill inverted holes using an electric drill unless the drill is fitted with a specifically designed water collection system (DO use hydraulically driven equipment as a safer alternative).
- Don’t rush or force your equipment
- Don’t hammer/bang on the bit. It bends the bit
- Don’t leave the core in the bit when finished. Take out before it solidifies
- Don’t work from a ladder unless a scaffold cannot be set up in work area
- Don’t dry sweep or use compressed air for removing dust and debris containing silica

Creation, Approval and Revision Record

Created By:	Amanda Lambert & Workers	**Date:**	January 8, 2019
Approved By:	JOHS Committee	**Date:**	January 8, 2019
Revised By:		**Date:**	

Safe Work Practice – Cut-Off Saw, Gas Powered

General Safety Requirements and Instructions

DOs

- Firstly, a hazard assessment shall be completed (the hazard assessment will identify any hazards specific to the workplace or environment)
- Keep the area clear of other workers or public for your and their safety.
- Keep the cutting wheel clean and free from cracks or chips.
- Stay on the ground; do not cut from ladder if it can be avoided. If it cannot be avoided, then find a level platform to work from (scaffold or scissor lift.)
- Cut while standing slightly to the side to stay out of path of saw if there is kick back or if you lose control of the tool.
- Bring the saw up to speed before starting your cut as the tool is designed to run at full speed.
- Keep both hands on the saw for full control.
- Let the tool come to a complete stop before reaching for the cutting wheel or blade.
- Buy the correct size and type of replacement cutting wheel and install it carefully as per manufacturer's instructions.
- Wear a face shield and safety googles at all times.
- Make sure the gas cap in properly tightened up before use.
- If accidental spill happens follow SDS for gas and oil clean up, as well as PPE requirements.
- Make sure you clean off spilled gas or oil that has contaminated you.

DON'Ts

- Don't refuel a hot saw.
- Don't touch hot muffler.
- Don't cut above chest height.
- Don't over reach your material.
- Don't push the saw; let the saw do the work. If you find you are pushing the saw stop and check the cutting wheel as it may be glazed.
- Don't drop start the saw.
- Don't use a saw when impaired in any way. Alcohol, drugs, or fatigue.
- Don't use a saw until you have read and understood the manufacturer's recommendations.

Creation, Approval and Revision Record

Created By:	Michael Coyne & Workers	**Date:**	2015
Approved By:	JOHS Committee	**Date:**	2015
Revised By:	Catherine Gallant	**Date:**	September 7, 2016

Safe Work Practice – Defective Tools

General Safety Requirements and Instructions

DOs

- Double check that all tools and equipment are in good working condition prior to use.
- If you discover a defective item:
    1. Immediately remove it from service
    2. Tag it with red tape
    3. Write a note on duct tape or paper what is wrong with it and attach to tool
    4. Advise a supervisor.
- Supervisors check that broken tools are tagged with an explanation
- Supervisors advise the Shop and Yard Supervisor of the exact defect (via the written note attached to the tool, by emailing or texting or via the Hilti app when transferring to Shop and Yard Supervisor).
- Tagged tools must be placed in the defective tools box in the office of the Shop & Yard Supervisor or if small, Michael or Amanda will transport for you.
- Transfer the tool via the Hilti app.
- The Shop & Yard Supervisor will have the defective item repaired or replaced.

DON'Ts

- Don't write Broken or NFG directly on the tool
- Don't use a defective tool, or a tool you think may be defective
- Don't use any of the following:
    - Chisels and wedges with mushroomed heads
    - Split or cracked handles
    - Chipped or broken drill bits
    - Wrenches with worn out jaws
    - Tools which are not complete, such as files without handles
    - Broken or inoperative guards
    - Insufficient or improper grounding due to damage on double-insulated tools
    - No ground wire on the plugs or cords of standard tools
    - An on-off switch not in good working order
    - A cracked tool blade
    - The wrong grinder wheel being used
    - The guard on a power saw had been wedged back
- Don't leave unmarked tools in the Shop and Yard Supervisor's Office.
- Don't leave untagged defective tools on the work site.

Creation, Approval and Revision Record

Created By:	Michael Coyne & Workers	**Date:**	2015
Approved By:	JOHS Committee	**Date:**	2015
Revised By:	Catherine Gallant	**Date:**	September 7, 2016

Safe Work Practice – Drills/Sawzalls/Air Hoses/Compressed Air/Warning Tape

General Safety Requirements and Instructions

Drills

DOs

- Use eye protection while using, or assisting in the use of, drill motors of any type.
- Clamp small parts in a vice or a large piece of material before attempting to drill them.
- Check power cord of electric drills for breaks or tears in the insulation before using.
- Plug ends of electric drills must be capped and have the grounding prong intact.

DON'Ts

- Don't tape chucks keys to a drill's electric cord, as electrocution might occur when insulation has worn through.
- Don't attempt to drill unsecured objects
- Don't use a drill with tears or breaks in the insulation of the cord.

Sawzalls

DOs

- Use eye protection when using a Sawzall.
- Use respirators when using Sawzalls to cut plaster and gypsum board.
- Choose the correct blade for the material being cut. If in doubt, check with the Foreperson.

DON'Ts

- Don't use a sawzall that is in poor repair, especially the blade chuck or power cord.

Air Hoses & Compressed Air

DOs

- Wear protective screening and goggles, or a face shield when using air hoses or compressed air.
- Use restraining devices on connections of hoses and/or pipes when inadvertent disconnection could cause a reaction harmful to workers.

DON'Ts

- Don't use air hoses or compressed air to clean floors unless approved by a Foreperson
- Don't use air hoses or compressed air on clothes, skin, or hair (can cause skin damage, ruptured ear drums, eye injuries, or air bubbles in bloodstream).
- Don't use air hoses or compressed air on any other person.

Warning Tape

DOs

- Be alert for hazards when crossing yellow tape.

DON'Ts

- Don't cross or take down red or danger tape without permission from the person who put up the tape, or from the site CSO.

Creation, Approval and Revision Record

Created By:	Michael Coyne & Workers	**Date:**	2015
Approved By:	JOHS Committee	**Date:**	2015
Revised By:	Catherine Gallant	**Date:**	September 7, 2016

Safe Work Practice – Electrical Work

General Safety Requirements and Instructions

DOs

- **We do not do electrical work ourselves (this is subcontracted), however, our field staff will receive electrical awareness training because we work near it.**
- Use properly rated cables/cords
- Regularly inspect electrical cords for any indication of wear. Replace or repair worn cords or wiring.
- Protect all electrical outlets, tools, or cables used in wet conditions with GFCIs (Ground Fault Circuit Interrupters).
- When operating electrically powered equipment and machinery, be familiar with and follow the prescribed lockout procedures set up for the specific devices(s).
- When cutting, coring, and drilling inserts in occupied building with live circuits, penetrations should be made no deeper than required and routing of wire and cables should be carefully considered before any penetration. When in doubt, consult the Foreperson.
- When working near high voltage power lines, the following WorkSafe BC distance limits must be adhered to:

Voltage	***Minimum Distance***
Over 750 V to 75kV	3.0 meters (10 feet)
Over 75kV to 250 kV	4.5 meters (15 feet)
Over 250kV to 550kV	6.1 meters (20 feet)

- Advise WorkSafe BC if working in proximity to power lines. The notice must indicate what precautions have been taken to isolate the power and must be signed by the local person controlling the power system (i.e.: Electrical Supervisor, BC Hydro, etc.). The WorkSafe BC Industrial Health & Safety Regulations in Section 19 must be adhered to.

DON'Ts

- Don't make assumptions about anything – don't assume the rating of the cords/cables is correct; don't assume circuits are not live; don't assume WorkSafe BC has been informed of work in proximity to powerlines. Check everything.
- Don't use incorrect grounding or ratings.

Creation, Approval and Revision Record

Created By:	Michael Coyne & Workers	**Date:**	2015
Approved By:	JOHS Committee	**Date:**	2015
Revised By:	Catherine Gallant	**Date:**	September 7, 2016

Safe Work Practice – Erosion and Sediment Control

General Safety Requirements and Instructions

The Prime Contractor or Civil Contractor will devise an Erosion and Sediment Control (ESC) Plan for all sub/general/prime contractor workers to follow.

DOs

- As a company, we will choose Civil Contractors who follow jurisdictional requirements for Erosion and Sediment Control.
- Affirm our sites meet the jurisdictional requirements and monitor all workers are following the ESC Plan as provided by the Prime or Civil Contractor

DON'Ts

- Don't allow vehicles to exit the work site without washing or brushing off sediments (e.g. tire wash station, if required).
- Don't track mud or other sediments onto roadway
- Don't wash vehicles off on surface without proper drainage set up.

Creation, Approval and Revision Record

Created By:	Michael Coyne & Workers	**Date:**	2015
Approved By:	JOHS Committee	**Date:**	2015
Revised By:	Catherine Gallant	**Date:**	September 7, 2016

Safe Work Practice – Extension Ladder use for Placing Sleeves

General Safety Requirements and Instructions

DOs

Pre-operation:

- Use ladders rated as 'industrial' with a load rating of at least 225lb
- Use the right ladder for the job (i.e.- fibre glass ladder is used for electrical work)
- Create a control zone beneath the area where overhead work is to be done
- Check the ladder is free from defects or damage before use and has has non-slip feet
- Consider whether a second person is needed to assist in securing the ladder

Operation:

- Check for overhead hazards before placing ladder
- Position ladder on a firm, level and non-slip surface
- Check extension ladder is secured to rebar and rung locks are secured
- Check ladder is set-up at an angle of 4:1 (i.e. up 4m, out 1m)
- Check for overhead and environmental hazards prior to ascending ladder
- Maintain three points of contact on the ladder by wearing fall protection and being anchored to secured rebar
- Always have two free hands to ascend and descend the ladder
- Use a basket to raise tools to your location
- Work facing the ladder
- Work within an arm's reach to avoid falling sideways

DON'Ts

- Don't stand on the top 2 rungs of the ladder
- Don't use power tools designed to be operated with two hands
- Don't lean over the siderail more than the middle of your waist
- Don't carry tools and supplies up the ladder

Creation, Approval and Revision Record

Created By:	Michael Coyne/ Amanda Lambert	**Date:**	November 2, 2018
Approved By:	Safety Committee	**Date:**	March 2, 2020
Revised By:		**Date:**	

Safe Work Practice – Fall Protection Plan

General Safety Requirements and Instructions

Introduction:
The purpose of this program is to safeguard that all field employees of Division 15 Mechanical Ltd. are provided with the information, procedures and training for personal safety and conduct as it relates to fall protection.

The ways to eliminate or control a fall hazard are listed in order:

1. Guardrails
2. Restraint
3. Arrest
4. Written Plan (25ft or over)

Any person including management, supervisor, or worker who violates the Fall Protection Program requirements will be subject to disciplinary action. In Part 11 of the BC Regulations states that Fall Protection is required at 3 meters (or 10 feet), unless a fall from a lesser height is a greater danger such as rebar or any other hazard.

Responsibilities:
Management will develop and implement written Fall Protection Procedures, establish initial and periodic training for all levels of field personnel and provide approved equipment suitable for the work being performed. Management will develop inspection guidelines. Management will supply all workers required to use a Fall Restraint/Arrest System with the appropriate equipment and will require that the system is inspected and properly maintained prior to use. The procedures will conform to the manufacturer's instructions or industry guidelines.

Supervisors will support that all equipment supplied to or used by employees is suitable for the work being performed and is used. Supervisors will ensure that all workers have been trained in the recognition of fall hazards and the required Fall Protection equipment and procedures to be used. Supervisors will oversee regular inspections of procedures and equipment are conducted.

Workers will observe the requirements of the Fall Protection Procedures. Workers will not undertake any work for which they have not been trained and/or authorized to do. Workers are responsible for maintaining and checking their own equipment (harness and lanyard, lifeline, rope grab, etc.) – each worker must conduct a pre-use check every time they begin a task that requires Fall Protection (not just daily).

Training of Workers:
Prior to working at elevations above a floor or grade, every employee must complete a training course on the Fall Protection Procedures. Training records will be maintained electronically by the safety department for all field staff, and certification will be available through the safety software.

Creation, Approval and Revision Record			
Created By:	Michael Coyne	**Date:**	February 27, 2018
Approved By:	JOHS Committee	**Date:**	March 13, 2018
Revised By:	Scott McDowall	**Date:**	November 6, 2018

Safe Work Practice – Fire Evacuation (Office)

General Safety Requirements and Instructions

Company Fire Marshal: Catherine Gallant

DOs

- Adhere to and respect the Fire Marshal's direction in the case of fire/ fire alarm.
- When instructed, or when fire alarm sounds, exit the building immediately through one of the fire exit routes indicated on the fire evacuation plan posted around the office.
- For back of office, exit through the back door (unless blocked by fire). For the front of office (reception, BIM, Server Room), exit through the front door (unless blocked by fire). Kitchen and Gym have their own fire exits. If upstairs, use the back **exterior** staircase.
- If you see someone who is distracted or unable to hear the fire alarm, get their attention and inform them of evacuation procedure on your way out.
- Proceed directly to the muster point (parking spots nearest roadway, beside safety trailer) and report to the Fire Marshal and/or Safety Manager.
- Inform the Fire Marshal and/or Safety Manager if you are aware of anyone remaining in the building.
- If Fire Marshal is not present, check that Emergency Services have been called.

DON'Ts

- Don't argue with the Fire Marshal about whether the fire is real or not, or ignore the fire alarm because you think it is a fire drill.
- Don't spend time collecting personal belongings before leaving the building (keys/ wallet/ purse are fine, if they can be collected safely)
- Don't panic, run, or shove.
- Don't attempt to remove your vehicle from the parking lot.
- Don't leave the muster point until you are given permission by the Fire Marshal.
- Don't re-enter the building until the Fire Department has cleared you to do so.
- Don't attempt to put out the fire unless you are familiar with the use of a Fire Extinguisher (this is taught during every fire drill).
- Don't put your own health at risk to extinguish a fire or force someone else to leave the building during a fire alarm.
- Don't use the central staircase to come down from upstairs – only use the **exterior** staircase (unless this is the location of the fire).

Creation, Approval and Revision Record

Created By:	Michael Coyne/ Catherine Gallant	**Date:**	April 2017
Approved By:	JOHS Committee	**Date:**	April 2016
Revised By:		**Date:**	

Safe Work Practice – Fire Extinguishers

General Safety Requirements and Instructions

DOs

- Prevent fire hazards with good housekeeping.
- Always keep extinguishers visible, and easy to reach spots on the wall at every exit in the shop.
- When performing hot works, fire extinguishers will be kept within 10' and easily visible.
- If in a scissor lift, fire extinguishers will be kept on the platform and tied to prevent tipping over.
- Select the correct extinguisher(s) for the specific fire hazards (especially temperature).
- Extinguishers and testing must be in accordance with recognized standards.
- Familiarize yourself with types of fires and types of extinguishers to use on them.
- GC fire extinguishers will not be used as the fire extinguisher referenced in a hot work permit.
- SDS must be available for all fire extinguishers.

Types of Fires

Class A: Wood, paper, rags, rubbish and other ordinary combustible materials.

Recommended Extinguishers - Water from a hose, pump-type water can, pressurized extinguisher, or soda acid extinguishers.

Fighting the Fire - Soak the fire completely — even the smoking embers.

Class B: Flammable liquids, oil and grease.

Recommended Extinguishers - ABC units, dry chemical, foam and carbon dioxide extinguishers

Fighting the Fire - Start at the base of the fire and use a swinging motion from left to right, always keeping the fire in front of you.

Class C: **Electrical equipment.**

Recommended Extinguishers - Carbon dioxide and dry chemical (ABC units) extinguishers

Fighting the Fire - Use short bursts on the fire. When the electrical current is shut off on a Class C fire, it can become a Class A fire if the materials around the electrical fire are ignited.

DON'Ts

- Don't store fire extinguishers in hidden areas, on the floor, or in containers.
- Don't aim the fire extinguisher at the flames – aim at the base.
- Don't forget to check fire extinguishers during inspections and hazard assessments.

Creation, Approval and Revision Record

Created By:	Michael Coyne & Workers	**Date:**	2015
Approved By:	JOHS Committee	**Date:**	2015
Revised By:	Catherine Gallant	**Date:**	September 7, 2016
Revised By:	Amanda Lambert	**Date:**	January 26, 2025

Safe Work Practice – Fire Protection Plans for Construction Sites

General Safety Requirements and Instructions

DOs

- Check for fire hazards before any work is performed on a construction site. Common Hazards can include, but are not limited to: wooden forms, scaffolding, scrap lumber, straw packing, paper wrapping, flammable liquids and/or oily rags.
- Keep buildings/shed/storage areas clean and orderly. Sheds should be located at least 50' from the main building and 30' from each other if possible.
- Check all heating equipment regularly, particularly where exposure to high winds may cause the extinguishing of pilot lights. Insulate roofs at stove and pipe locations. Securely fasten all tarpaulins (tarps) to avoid contact with heaters.
- CO2, foam, or dry chemical fire extinguishers must be available on all projects and located strategically where moderate to high risk of fire exists. Recharge extinguishers immediately after use. Include extinguishers in all site inspections. SDS for extinguisher must be present.
- Store all flammable fluids such as gasoline, oil, grease in safe locations, clear of work areas and not in any buildings or locations where workers are likely to gather. **NO SMOKING** signs must be prominently placed in such storage. Gasoline and other flammables must be transported as per SDS.
- Store oxygen and acetylene tanks in an upright position secured by chains.
- Exercise caution when soldering, welding, or burning near rubbish, tarpaulins, oil or grease, in older buildings, and in confined wall and ceiling sections. Adequate firefighting equipment must be located at the site before any work is started where this type of hazard exists.
- Obtain written release from liability from the owner before proceeding with, and on completion of, work which may cause fire damage to neighbouring property.
- Observe all fire prevention regulations established by owners or general contractors.
- Foremen must immediately report fire damage on their worksite to the superintendent and Construction Manager

DON'Ts

- Don't store oxygen and acetylene tanks near oil dumps or gasoline, or near any source of heat.
- Don't use a torch in an area where adequate safety measures cannot be taken.
- Don't smoke near flammable gases or liquids

Creation, Approval and Revision Record

Created By:	Michael Coyne & Workers	**Date:**	2015
Approved By:	JOHS Committee	**Date:**	2015
Revised By:	Catherine Gallant	**Date:**	September 7, 2016

Safe Work Practice – Fixing Printer Problems

General Safety Requirements and Instructions

DOs

Jammed Printer

- Complete a visual check (the visual check will identify any hazards specific to the workplace or environment). A site-specific visual check must be conducted ensuring:
  - a clear working environment
  - no obviously broken/jagged pieces on the printer
- Follow the instructions on the printer/copier screen for opening panels and removing jams.
- Before reaching into the printer to remove jammed paper, check the following:
  - There are no sharp edges that could cause cuts or puncture wounds. If there are sharp edges, wear work gloves to reach in.
  - The surfaces you will come into contact with are not too hot to touch
- Avoid touching edges of paper, as this can cause papercuts.

Changing the Toner Cartridge

- Complete a visual check (the visual check will identify any hazards specific to the workplace or environment). A site-specific visual check must be conducted ensuring:
  - a clear working environment
  - toner cartridge is not punctured or otherwise leaking
- Obtain a replacement toner cartridge when the printer is indicating that the toner is out. Keep cartridge in packaging until ready to use.
- Follow directions on the printer/copier screen for removing and replacing the toner cartridge.
- Pull the spent cartridge out slowly and carefully. If you see that toner is leaking from the cartridge, immediately push back into the machine and clean up any escaped toner. Check the SDS for the toner in question. Determine if PPE is required.
- Get gloves for handing the leaking cartridge, and a bag to place the leaking cartridge into. Leaked toner can be wiped up with a moist paper towel.
- With gloves on, remove the leaking cartridge slowly and carefully, and place in the bag. Clearly mark on the bag that the cartridge is leaking.
- Remove dirty gloves as per WorkSafeBC standards and place in the garbage.
- Install the new cartridge as per manufacturer's instructions.
- Double-check printer area to affirm no leaked toner remains. When calling for toner cartridge to be picked up, advise the company that the cartridge is damaged and leaking, but is sealed in plastic.

DON'Ts

- Don't handle leaking toner cartridges without gloves.
- Don't touch your face/eyes if toner gets on your hands.
- Don't reach into printer that has broken/jagged parts without wearing gloves.
- Don't throw the empty toner cartridge in the garbage or recycling bins.

Creation, Approval and Revision Record

Created By:	Michael Coyne/ Catherine Gallant	**Date:**	2016
Approved By:	JOHS Committee	**Date:**	2016
Revised By:	Catherine Gallant	**Date:**	September 7, 2016

Safe Work Practice – Fusion Machine

General Safety Requirements and Instructions

DOs

- Check the machine is clean and inserts are correct.
- Check the pipe is clean and dry using a dry, lint-free cloth after cutting to length with a sawzall or skill saw.
- Use the machine according to manufacturer's directions.
- Be aware of pinch points and sharp edges when cleaning the machine.
- Wear leather gloves when cleaning the heater.
- Clean up all cutting debris by the end of the day.
- Use only lint free cloth to clean the heater.
- Use only 90% isopropanol Alcohol to clean the pipe and surfaces to be fused.
- Use a spotter when moving the tracking machine.
- Use a clear path with even ground when moving the machine.
- Use factory pick points for moving the unit.
- Use gloves and glasses when refueling.

DON'Ts

- Don't touch the pipe before the end of the cooldown timing
- Don't take more than 15 Seconds to bring the pipe ends together after removing the heater.

Creation, Approval and Revision Record

Created By:	Amanda Lambert & Workers	**Date:**	2020
Approved By:	Safety Committee	**Date:**	March 2, 2020
Revised By:		**Date:**	

Safe Work Practice – Glue & Primer Use

General Safety Requirements and Instructions

DOs

- Read the safety data sheet, so you know general information, words of warning, WHMIS symbols, and handling instruction.
- Use chemical gloves for large quantities or if a possibility of getting product on your hands.
- Protect final surfaces from dripping glue or primer
- Clean/Wipe off excess dirt from pipe ends
- Deburr/Bevel the pipe being inserted
- Ensure the hub is fully inserted all the way
- Twist the pipe to align marks
- Use 2-step for pipe 6” and larger
- Glue outside small rooms or confined spaces
- Make sure area is well ventilated. Use a fan is necessary
- Use a respirator with organic cartridge when in a confined space or when ventilation is poor. If silica is involved a dual cartridge is required (P100/Organic)
- If application is in a low/depressed area, a fan is required
- Know the location of the nearest fire extinguisher
- If being applied in a high foot traffic area, set up a control zone
- Use away from any ongoing hot work and communicate with that trade
- Post flammable signage to warn other trades if in small or depressed area and with large pipe
- Store the products in a way that prevents spilling, leaking, or a reaction, with the lid tightly closed
- All containers need readable labels. Manufacturer or job site labels

DON’Ts

- Do not use glues or primers without reading and understanding the SDS.
- Do not use glues or primers before checking if hot work is in the area or near where fumes could gather.
- Do not allow fumes to pool in low areas. This is a fire hazard, or a asphyxiant/toxic gas hazard.
- Do not use glues or primers in a restricted space without checking with your foreman, lead hand, or safety staff.

Creation, Approval and Revision Record

Created By:	Amanda L., James P. & Field Crew	**Date:**	2022.09.02
Approved By:	JOHS Committee	**Date:**	2022.09.13
Revised By:		**Date:**	

Safe Work Practice – Grinder

General Safety Requirements and Instructions

DOs

- Complete a hazard assessment (the hazard assessment will identify any hazards specific to the workplace or environment).
- Complete a hot work permit when required.
- Have a fire extinguisher within 10' of the area you are grinding.
- Make sure the equipment is in good working order; the right blade for the tool, RPM ratings on both. Make sure the guard and handle are in place. If the tool has to be used without a handle, have a SWP or hazard assessment for that work.
- Make sure you have glasses, face shield, gloves, ear protection, and proper clothing (no loose or baggy clothing or jewelry).
- Make sure the blade is designed for the specific task, i.e. grinding wheel for grinding and cutting blade for cutting. If the wheel vibrates: check the barring for wear, make sure the grinding wheel and cutting disk are tightened, and replace any damaged parts, if necessary.
- When working with small items use a vise grip or pliers.
- Rotate the pipe as you cut for an even cut and proper angle.
- Check the work area for items that can be damaged (Flammables, Tile, Windows, Mirrors). If the spark trail cannot avoid them then move or cover to protect.
- Work so that sparks go past you when grinding.
- Use a respirator when cutting stainless, PVC or caste iron.
- Allow the object of your task time to cool before handling.
- Lock out grinder before trying any repairs to tool.

DON'Ts

- Don't stand in line with the wheel when starting up and make sure that during the task, the kick back is noted and nothing with kick back will injure the worker.
- Don't stand inline with the sparks being produced.
- Don't use a grinding wheel blade's side to cut and do not use cutting blade's face to grind. Never put side pressure on a cutting blade.
- Don't allow running grinder to be unattended.
- Don't disable a safety device. This is an automatic trip home.

Creation, Approval and Revision Record

Created By:	Michael Coyne & Workers	**Date:**	2015
Approved By:	JOHS Committee	**Date:**	2015
Revised By:	Catherine Gallant	**Date:**	September 7, 2016
Revised By:	Safety & Workers	**Date:**	January 31, 2024
Revised By:	Amanda Lambert	**Date:**	January 25, 2025

Safe Work Practice – Grooving

General Safety Requirements and Instructions

DOs

- Inspect the equipment. Before using the tool, check moveable parts for obstructions and that tool components are installed and adjusted in accordance with setup instructions.
- Stay alert. Do not operate the tool if you are drowsy from medication or fatigue.
- Keep visitors, trainees, and observers away from the immediate work area.
- Keep work areas clean. Keep the work area around the tool clear of any obstructions that could limit movement of the operator. Clean up any spills.
- Secure the work, machine, and accessories. Verify that the tool is stable.
- Support the work. Support long pipe lengths with a pipe stand.
- Do not force or overload the tool. Do not force the tool or accessories to perform any functions beyond the capabilities described in these instructions.
- Maintain tool. Keep the tool clean to support proper and safe performance. Follow the instructions for matching and lubricating tool components, if applicable.
- Do not remove any labels from the tool.
- Ground the power drive to protect the operator from electric shock. Verify that the power drive is connected to an internally grounded electrical source.
- Use hearing protection (sound levels up to 99 decibels can be produced during the grooving process)
- Keep hands and tools away from the power drive chuck and carriage edges during grooving operation. Rotation of the power drive can pinch or entangle fingers and hands.
- Operate the tool only with a safety foot switch.
- Prepare for pipe ends and cut lengths of pipe to fall during the cutting operation and check these cuttings do not interfere with operator movement.
- Lubricate the three grease fittings on the tool body with a No. 2EP lithium-based grease.
- When grooving galvanized pipe, some flaking of the galvanized coating may occur and lodge inside the grooving cup. Periodically inspect the pipe insertion area on the front of the grooving head. If any debris is visible inside the grooving cup, clear away the material with a wire brush.

DON'Ts

- Don't expose the tool to rain or use the tool in damp or wet locations.
- Don't use the tool on sloped or uneven surfaces.
- Don't wear loose clothing/gloves, jewelry, or anything that can become entangled in moving parts.
- Don't reach inside pipe ends or across moving parts during tool operation. Pipe edges can be sharp and can snag hands and shirtsleeves

Creation, Approval and Revision Record

Created By:	Amanda Lambert & Workers	**Date:**	January 18, 2020
Approved By:	Safety Committee	**Date:**	March 2, 2020
Revised By:		**Date:**	

Safe Work Practice – Heat Stress

General Safety Requirements and Instructions

Signs of:

Heat Exhaustion

- *Headache*
- *Dizziness/ Lightheadedness/fatigue*
- *Nausea/ Vomiting*
- *Red, hot, dry skin*
- *Rapid, shallow breathing*
- *Weak, rapid pulse*
- *Cool, pale, clammy skin/ sweating*
- *Muscle cramps*

Heat Stroke

- *Lack of sweat (dry, flushed skin)*
- *Agitation/ confusion*
- *Decreased consciousness/ fainting*
- *Headache, nausea, vomiting*
- *Rapid breathing, irregular pulse*
- *Shock*
- *Seizures*
- *Cardiac Arrest*

DOs

- Remember to log environmental hazards such as heat, sun, etc. when filling out the Daily Hazard Assessment.
- Stay hydrated throughout the day (water and/or sports drinks, **NOT** coffee/pop)
- General Contractors usually have water available, but our supervisors will also have a water thermos available.
- Wear sunscreen when working outside (and reapply as directed by product label)
- Sit in a cool/shady place for breaks
- Monitor yourself and others for signs of heat exhaustion, heat stroke and/or sunburn – report to First Aid Attendant
- Work in a shady/cool place when possible
- If you get cramps/ muscle soreness, eat something salty or drink salt water solution as per First Aid Attendant's recommendations
- Supervisors will check for signs of heat stress during hot temperatures; if a worker is unfit for duty, Supervisor/FAA must advise the worker to receive First Aid treatment.
- Worker must stop work immediately.
- In cases where the worker needs to leave site for treatment, transportation must be arranged by the supervisor or FAA (company vehicle, taxi, or in severe cases, ambulance.)

DON'Ts

- Don't continue working if showing signs of heat stroke
- Don't ignore symptoms in yourself or others
- Don't forget sunscreen and water
- Don't work in direct sunlight when not necessary

Creation, Approval and Revision Record

Created By:	Michael Coyne/ Catherine Gallant	**Date:**	August 1, 2017
Approved By:	JOHS Committee	**Date:**	August 8th, 2017
Revised By:	Catherine & Amanda	**Date:**	November 8, 2018

Safe Work Practice – Housekeeping

General Safety Requirements and Instructions

DOs

- Keep work area tidy and free of obstructions that could pose a hazard to yourself, other employees, contractors, or the public. General clean-up is an ongoing duty when working.
- Keep accessways such as stairwells, walkways, halls, etc. clear of obstructions. Remove all tripping hazards immediately to prevent accidents.
- Properly store tools, materials, and equipment after use.
- Clean up any spills immediately (refer to SDS & Spill Prevention and Remediation SWP for proper cleanup).
- Deposit all waste materials in the appropriate bin (garbage, recycling, organics)
- Remove snow and ice from walkways (refer to the Salting and Shoveling in Cold Weather Office SWP).
- Keep lunch room and trailer(s) are clean and sanitary.
- Refer to the SDS for storage of chemicals.
- When stacking pipe: use dunnage of appropriate size to support the pipe
    - Use chalks to keep it from rolling
- When stacking for storage on site, take a picture once complete as proof of correctly stored materials

DON'Ts

- Don't leave your workspace cluttered.
- Don't leave anything in stairwells, walkways, hallways, or other access areas/ fire escape routes.
- Don't leave tools, materials, or equipment out.
- Don't ignore spills or clean up spills incorrectly or insufficiently.
- Don't leave waste materials out or improperly dispose of waste materials.
- Don't forget to check for, and remove, snow and ice in cold weather.
- Don't allow the lunchroom or trailer to become unclean or unsanitary.
- Don't untie stacked pipe without chalks placed.
- Don't use other trades materials as chalks, unless clearly garbage or ends.

Creation, Approval and Revision Record

Created By:	Michael Coyne & Workers	**Date:**	2015
Approved By:	JOHS Committee	**Date:**	2015
Revised By:	Catherine Gallant	**Date:**	September 7, 2016
Revised By:	Safety / Field crew	**Date:**	May 31, 2024

Safe Work Practice – Ladder use in the Field

General Safety Requirements and Instructions

DOs

- Complete a visual check for hazards before using a ladder. ie: the area is clear of hazards such as objects on the floor or doors that open towards you, the ground is even, and that there are no other employees, supplies or equipment in the area that may bump the ladder.
- Ladders should conform to approved specifications of the Canadian Standards Association safety code for portable wooden ladders and safety requirements for portable metal ladders.
- Always face the ladder when climbing up or down.
- Place ladders securely before use. On single and/or extension ladders, the foot of the ladder will be set 25% of the working height away from the supporting object and will extend 3 ft. above the supporting object. If the ladder must be inclined less than this, it must be secured at the top and bottom.
- Maintain a 3-point contact when on a ladder.
- If it is required to use a ladder to work above 10 feet, fall restraint must be used. (worker must wear harness and be tied off securely to maintain a 3-point contact).
- Single and extension ladders must be equipment with non-slip safety feet, or be held, tied off, or otherwise secured to prevent “kicking out” or slipping.
- If the ladder’s length, particularly an extension ladder, is sufficient to cause it to spring when weight is applied to it, it must be braced in such a way to minimize or eliminate the spring action.
- The upper half of an extension ladder must not be used as a single ladder.
- Store ladders away in proper storage areas after use.

DON’Ts

- Don’t use ladders which have broken or missing steps or rungs, or broken, bent or split side rails. Tag and remove from use. Advise supervisor or CSO.
- Don’t work on the top two rungs of a single or extension ladder, or on the top two steps of a stepladder.
- Don’t use metal ladders, or wire reinforced wooden ladders, close to energized power lines or other electrical equipment, unless authorized, in writing by WorkSafe BC, or an authority acceptable to WorkSafe BC.
- Don’t place ladders on boxes, barrels, or any unstable base, to obtain more height.
- Don’t place ladders in front of doors or windows, which open towards the ladders; unless precautions have been taken that the door or window cannot come in contact with the ladder.
- Don’t go up or down a ladder without the free use of both hands. If material must be handled, hoist it up or down by rope.
- Don’t leave tools on top shelf or on steps of ladder, as they could be knocked off and cause injury.
- Don’t have more than one person use a ladder at the same time.

Creation, Approval and Revision Record

Created By:	Michael Coyne & Workers	**Date:**	2015
Approved By:	JOHS Committee	**Date:**	2015
Revised By:	Amanda Lambert	**Date:**	November 14, 2018

Safe Work Practice – Ladder Use in the Office

General Safety Requirements and Instructions

Dos

- Complete a visual check for hazards before using a ladder. ie: the area is clear of hazards such as objects on the floor or doors that open towards you, the ground is even, and that there are no other employees, supplies or equipment in the area that may bump the ladder.
- Complete a ladder hazard assessment at the beginning of a job.
- Complete a daily ladder pre-use inspection prior to use.
- Ladders should conform to approved specifications of the Canadian Standards Association safety code for portable wooden ladders and safety requirements for portable metal ladders.
- Always face the ladder when climbing up or down.
- Place ladders securely before use. On single and/or extension ladders, the foot of the ladder will be set 25% of the working height away from the supporting object and will extend 3 ft. above the supporting object. If the ladder must be inclined less than this, it must be secured at the top and bottom.
- Single and extension ladders must be equipment with non-slip safety feet, or be held, tied off, or otherwise secured to prevent “kicking out” or slipping.
- If the ladder’s length, particularly an extension ladder, is sufficient to cause it to spring when weight is applied to it, it must be braced in such a way to minimize or eliminate the spring action.
- The upper half of an extension ladder must not be used as a single ladder.
- Store ladders away in proper storage areas after use.

DON’Ts

- Use ladders which have broken or missing steps or rungs, or broken, bent or split side rails. Tag and remove from use. Advise supervisor or CSO.
- Work on the top two rungs of a single or extension ladder, or on the top two steps of a stepladder.
- Use metal ladders, or wire reinforced wooden ladders, close to energized power lines or other electrical equipment, unless authorized, in writing by WorkSafe BC, or an authority acceptable to WorkSafe BC.
- Place ladders on boxes, barrels, or any unstable base, to obtain more height.
- Place ladders in front of doors or windows, which open towards the ladders; unless precautions have been taken the door or window cannot come in contact with the ladder.
- Go up or down a ladder without the free use of both hands. If material must be handled, hoist it up or down by rope.
- Leave tools on top shelf or on steps of ladder, as they could be knocked off and cause injury.
- Have more than one person use a ladder at the same time.

Creation, Approval and Revision Record

Created By:	Michael Coyne/ Catherine Gallant	**Date:**	2016
Approved By:	JOHS Committee	**Date:**	2016
Revised By:	Catherine Gallant	**Date:**	September 7, 2016
Revised By:	Safety and Field	**Date:**	December 2024

Safe Work Practice – Lifting & Carrying

General Safety Requirements and Instructions

DOs

- Complete a visual check (the visual check will identify any hazards specific to the workplace or environment). A site-specific visual check must be conducted ensuring:
  - a clear path if carrying item(s)
  - item being carried will fit through doorways/ other tight spaces
  - Clean floor that is not slippery
- Let someone know you will be lifting/carrying so that they are available if you need help.
- Check the weight of the item to be lifted. If you are unsure if you should be lifting the item, use the WorkSafe BC Lift/Lower Calculator: http://www2.worksafebc.com/calculator/llc/
- Keep the item well-balanced/stable. If it is not, or if an awkward shape creates a balance problem, ask for help to steady the item. When lifting together, do a countdown to lift at the same time.
- Keep a comfortable, secure grip on the item that is balanced and maintainable. With boxes, it is best to grip one corner closest to you, and the opposite corner farthest from you.
- Bend at the knees and keep your back straight. Lift with your legs.
- If carrying an item across a space, take slow, steady steps. If carrying down or up stairs, ask someone to assist you.
- If your arms or legs are getting tired, place the item down on a safe space to rest.

DON'Ts

- **DO NOT BEND YOUR BACK/ LIFT WITH YOUR BACK** – use your legs to pick up and lower the item.
- Don't attempt to lift items that are too heavy or an awkward shape by yourself.
- Don't carry items up or down stairs alone.
- Don't stack heavy, large, or unbalanced items. Do not carry items by hand that obstruct your vision. For these items, use a dolly/hand cart.
- Don't kick/ push heavy items with your legs – this can cause knee injury

Creation, Approval and Revision Record

Created By:	Michael Coyne & Workers	**Date:**	2015
Approved By:	JOHS Committee	**Date:**	2015
Revised By:	Catherine Gallant	**Date:**	September 7, 2016

Safe Work Practice – Mobile Equipment Operation

General Safety Requirements and Instructions

DOs

- Employees operating mobile equipment must:
  a. possess necessary licenses and/or certificates;
  b. have received adequate instruction and demonstrated to a Foreperson or instructor that they are able to operate the equipment;
  c. are familiar with operating instructions pertaining to the equipment;
  d. have been authorized to operate the equipment; and,
  e. comply with WorkSafe BC regulations regarding the safe operation of mobile equipment.
- Maintain full control of the equipment at all times
- Comply with recommended gross vehicle weight and ensure that the vehicle is not overloaded.
- Be familiar with the WorkSafe BC regulations about working in proximity of power lines.
- Examine the equipment before initial daily operation and thereafter, as required, and report defects, deficiencies or unsafe conditions to a Foreperson or other authorized person.
- Complete a worksite inspection and walk the path you will drive if not on a main road. Watch for utility covers to avoid.
- Hazards created by swinging loads or counterweights on a moving cab must be identified by the worker/operator. Check prior to beginning task and other workers cannot enter the area without eye contact with the operator or operator's spotter.
- When an employee is required to work beneath elevated parts of mobile equipment, the parts will be blocked, or otherwise secured to prevent possible injury to the worker.
- When materials and equipment are being transported, they must be loaded and secured to prevent any movement of the load, which could create a hazard to workers.
- Effective means of load restraint must be provided to protect the crew of a vehicle transporting a load, which might otherwise shift.
- Use of seat belts, where they are provided, is mandatory when in motion.
- The operator of mobile equipment is the only worker allowed to ride the equipment, unless provisions, such as seat belts and other facilities, have been provided and are used by other passengers.
- Have SDS available for gasoline/ propane.

DON'Ts

- Don't stand or sit on the side or on the tailgate of any moving equipment.
- Where vision is obstructed, mobile equipment operators must not move the equipment until suitable precautions have been taken to protect themselves and any other person and property from possible injury or damage.
- Mobile equipment MUST NOT BE refueled with gasoline, propane, natural gas, or other vaporizing fuels while:
  - the engine is running;
  - anyone is smoking in or near the vehicle; or,
  - there is a known source of ignition present in the immediate area.
- No employee will remain in the cab of any vehicle while loads are elevated over the cab, unless overhead guards are installed to prevent injury to the employee.
- Don't drive over utility covers in the ground

Creation, Approval and Revision Record

Created By:	Michael Coyne & Workers	**Date:**	2015
Approved By:	JOHS Committee	**Date:**	2015
Revised By:	Catherine Gallant	**Date:**	September 7, 2016
Revised By:	Safety / Field Workers	**Date:**	November 16, 2024

Safe Work Practice – Pipe Movement for Shop Work

General Safety Requirements and Instructions

DOs

- Complete a hazard assessment (the hazard assessment will identify any hazards specific to the workplace or environment)
- Check the forklift if it has not been done earlier; the driver should perform a safety check before using vehicle.
- Attach snorkel hook and safety chain to prepare for movement of pipe.
- Move lift to the pipe to be moved and position the “snorkel hook” slightly past (4”) center of pipe to be lifted; attach.
- Lift load approximately 4’ and apply parking brake with the lift in neutral before exiting machine.
- Lift end of pipe by hand and rig to “snorkel” as to stabilize the pipe.
- Move pipe to shop for cutting (place pipe on floor rollers), or for grooving (place on the Victaulic turntable if full length of pipe required)
- Lower pipe onto either the rollers or turntable and again use parking brake and leave machine in neutral so you may disconnect the pipe from machine.
- Reverse the process when exiting the shop.

DON’Ts

- Don’t forget to complete a hazard assessment
- Don’t assume people will keep out of the way – set up a safety zone if necessary
- Don’t forget to perform a safety check
- Don’t use a forklift if you do not have the training
- Don’t walk in front of or behind a forklift when it is in use or idling

Creation, Approval and Revision Record

Created By:	Michael Coyne & Workers	**Date:**	2015
Approved By:	JOHS Committee	**Date:**	2015
Revised By:	Catherine Gallant	**Date:**	September 7, 2016

Safe Work Practice – Pipe X-ray

General Safety Requirements and Instructions

Radiation is a very serious hazard

DOs

- Inform the GC of the X-ray schedule.
- All workers must observe and obey all posted notices and posted warning signs.
- All workers must obey the x-ray technician.
- Keep out of the flagged area.

DON'Ts

- Don't think visual control only is acceptable
- Don't stay in the x-ray path

The X-ray process as a visual: How to tell if an X-ray is actively being taken

1. The technician ropes off the area around the pipe and weld to be x-rayed, while measuring the perimeter with a machine that reads radioactive energy. (The minimum distance to rope of is 40' parallel to the pipe and 90' perpendicular to the pipe without the shield in use)
2. The camera is set up for the picture needed.
3. All workers clear the area completely with the exception of the Technician.
4. The Technician backs away from the camera with a remote that operates the camera.
5. Once at least 35' behind the camera, the technician will wind out the isotope to begin operations.
6. Once completed, the camera retracts to a fully shielded and safe position. The minimum duration of each exposure of 80 seconds and the technician will then approach the pipe to adjust the camera for the next shot.
7. This process (steps 4 -6) will repeat until the weld x-ray is complete.
8. Workers will either prep a new pipe for x-rays or adjust the current pipe for the next weld to be x-rayed.
9. When the work is complete the perimeter flags are dropped, and it is officially an open area again.

Emergency Response

- No workers are inside the flagged x-ray area while X-rays are being done.
- X-rays are done by remote ensuring minimal exposure to the technician and no exposure to workers outside the exclusion zone.

In the case of a worker needing medical help the following procedures will be followed:

1. Alert the x-ray technician to cease the x-ray process.
2. Once it is confirmed the X-ray process has stopped, proceed with normal emergency measures.
3. If the technician is involved call the Radiation Safety Officer.
4. Call 911 if necessary.
5. Inform GC's supervisor of the emergency.

Emergency Contact Numbers:
Radiation Safety Officer (Pacific Region)
Miro Petrovic (24 Hours) ..... (604)-868-6633

If not available:
Corporate Radiation Safety Officer
Thomas Levey……..……..... 1-844-879-0805

Creation, Approval and Revision Record

Created By:	A. Lambert & Workers	**Date:**	January 20, 2020
Approved By:	Safety Committee	**Date:**	March 2, 2020
Revised By:		**Date:**	

Safe Work Practice – Rigging

General Safety Requirements and Instructions

Do's

- Always follow the manufacturers specifications and rigging requirements
- Preform an initial lift before the main lift (no more than 1ft off the ground), in order to find defects such as shifting weight, pick-point strength, or the general stability of the load and the lift equipment
- If the initial lift shows problems, the load will be lowered, reassessment will take place, and another initial lift will be done before the full lift.
- Always pre-inspect the rigging equipment
- Be able to identify any possible defects with the type of rigging slings being used (chain, wire, synthetic, etc.)
- Inspect all pick-points that are attached to rigging, checking for cracks, defects, and deformities
- Assess and inspect the path of travel for the load, making sure it will not be caught on obstacles such as powerlines, cranes, building edges, etc.
- If the rigging equipment swivels during the lift. check that nothing is creating a pinch-point that could potentially damage the equipment itself, the building, or a worker
- Consider beforehand what type of sling hitch is best suited for the material being lifted (Vertical, Choker, Basket 45, Basket 90, etc.)
-

DON'Ts

- Do not use damaged, defective, or expired rigging equipment for a lift
- Do not continue a lift after shock loading has occurred
- Do not continue a lift if the load has shifted position is a way that changes center of gravity, or 1 or more pick-points are not holding weight
- Do not lift if the weight of the load meets or exceeds the load limit for the slings
- Do no lift before you have inspected and cleared the area the load is being transferred too
- Do not lift without knowing the weight of the load, or the load limits for the rigging material being used
- Do not attempt to replace rigging equipment with similar equipment that is not designed for rigging (such as fall protection)
- Do not attempt to operate rigging equipment you are not familiar with, or when you are by yourself.

Creation, Approval and Revision Record

Created By:	Amanda L., James P. & workers	**Date:**	2022.06.9
Approved By:	JOHS Committee	**Date:**	2022.06.14
Revised By:		**Date:**	

Safe Work Practice – Rough Terrain Forklift Use

General Safety Requirements and Instructions

DOs

- Complete a task specific risk assessment that describes possible hazards, the degree of danger they represent, and also the control methods to deal with these possible hazard(s).
- Making sure the RTFL is capable of handling the environment and equipped to perform the task required.
- Making sure the area is large enough and adequately prepared for using the selected RTFL.
- Ensuring the RTFL is in good working order through a pre-use inspection, and that it is maintained and repaired by qualified people acting in compliance with this standard and the manufacturer's instructions.
- Train and authorize operators in accordance with applicable OSH regulations before assigning them to use an RTFL.
- Provide additional training as needed, to operators specific to each RTFL they are assigned to operate.
- Making sure operators are aware of and follow company/site safety policies and that they have ability to protect themselves from known hazards where they will be working.
- Plan all work activities and maintain compliance with safety rules.
- When working close to a building or wall have a spotter watching the TIPS of the forks position.
- Making sure the safety of anyone that may be nearby a working RTFL is also taken into consideration.
- The user of an RTFL has to make sure all the applicable operator's manual and any other documents containing safe use information is with the unit upon lease, rental or borrowing of the unit.
- The operator's manual must be kept on the unit in the storage area provided/specified by the manufacturer.

DON'Ts

- Do not use the RTFL if certification is not current
- Do not use the RTFL if the manual is not present
- Do not use the RTFL without first doing a pre-use inspection
- Do not drive a RTFL without a spotter if the users vision obstructed
- Do not start lifting material when the RTFL is tilted, unless tilting will make the RTFL level
- Do not start raising a load while the boom is extended. First bring the load towards the RTFL
- Do not drive the RTFL with forks at waist / chest height. Forks should always be above head level to relieve this possible hazard and lessen blindspots.
- Do not attempt to lift a load towards the RTFL without tilting the forks upwards first.
- The driver should never leave the RTFL while it is in neutral
- Do not use a RTFL that does not have a roll over protection system (ROPS)
- Do not allow unqualified people to use the RTFL.

Creation, Approval and Revision Record

Created By:	Safety Team and Field	**Date:**	2023.02.14
Approved By:		**Date:**	
Revised By:		**Date:**	

Safe Work Practice – Salting & Shoveling Snow in the Yard

General Safety Requirements and Instructions

DOs

- Paved areas such as the yard, driveway, and walkways around the office, shop, and trailers must be salted any time the weather drops below freezing.
- Yard, driveway and walkways must be shoveled if there is any snow accumulation (snowfall is not melting).
- Prior to salting or shoveling, a visual check shall be completed (the visual check will identify any hazards specific to the workplace or environment).
- The necessary PPE must be worn for both salting and shoveling: gloves to protect hands, and a hi-vis vest. Check SDS for de-icing agent for PPE requirements.
- Maintain there are no moving vehicles in the area. If vehicles are expected, cones may be required, especially if icy.
- A proper snow shovel must be used for snow removal.
- Follow the below guidelines for shoveling:

- Lift with your legs, not your back.
- Throughout the day, reevaluate the need for more salting and/or shoveling.

DON'Ts

- Don't shovel or salt without proper footwear, gloves, and warm clothing with hi-vis vest over top.
- Don't shovel snow with anything except a proper snow shovel
- Don't lift with your back or twist while lifting.

Creation, Approval and Revision Record

Created By:	Michael Coyne/ Catherine Gallant	**Date:**	2016
Approved By:	JOHS Committee	**Date:**	2016
Revised By:	Catherine Gallant	**Date:**	September 7, 2016

Safe Work Practice – Scaffold Use

General Safety Requirements and Instructions

DOs

- Complete an FLHRA and pre-use inspection checklist (they will identify any hazards specific to the workplace or environment)
- Supervisor should check scaffolds before each shift, making sure it is safe for workers.
- Erect scaffolding in accordance with WorkSafe BC Regulations and manufacturer's recommendations. Return damaged components to the supplier for repair.
- Scaffolding must always be placed on solid footing.
- Any scaffold system having a height exceeding three times its minimum base dimensions must be secured to the structure, or by other appropriate means, to maintain the stability of the scaffold.
- Scaffolds with work platforms 3m (10 ft.) or more above floor level must have guardrails, intermediate rails and toe-boards.
- Toe-boards must be installed on all open sides of a scaffold to prevent tools, materials or equipment from falling off the scaffold.
- Examine each scaffold plank before use. Use only the grade of lumber specified by the WorkSafe BC Regulations. If this grade is not available, use good quality sawn planks 2 in. x 10 in. or manufactured laminated wood and metal planks designed for use in scaffolds.
- Where outriggers are fitted to increase the minimum base dimension, they must be installed on both sides of the scaffold structure.
- The wheels of a rolling scaffold must be locked when workers are on scaffolds.
- Access to the platform must be by means of a fixed vertical ladder or other properly designed access.

DON'Ts

- Don't remain on a rolling scaffold while it is being moved.
- Don't use barrels, blocks or boxes as supports for scaffolding
- The height of any freestanding tower or rolling scaffold must not exceed three times its minimum base dimension, unless the scaffold is securely tied or guyed to prevent overturning.

Creation, Approval and Revision Record

Created By:	Michael Coyne & Workers	**Date:**	2015
Approved By:	JOHS Committee	**Date:**	2015
Revised By:	Catherine Gallant	**Date:**	September 7, 2016

Safe Work Practice – Silica Dust Control

General Safety Requirements and Instructions

DOs

- Complete a hazard assessment (the hazard assessment will identify any hazards specific to the workplace or environment)
- Any worker doing work that causes silica dust shall, where feasible, tape off area with caution tape.
- If not feasible, then all workers in the immediate area must be warned about the possibility of silica dust exposure.
- All workers doing the work shall wear the appropriate PPE (glasses, mask, gloves).
- Dustless attachments to the drills will be utilized when possible. When not possible, and dust contamination is something that must not happen (i.e. inside a finished room or in close quarters with other trades in small area), use a vacuum.
- Workers sweeping up the area shall take the same precautions as not to endanger themselves or other workers in area.
- If an area is enclosed and dust is prevalent then fans may be an option.
- If extensive work is being done in an area with complications, then contact Safety Coordinator/ Manager and make sure all options are considered before work continues.
- Consider and respect other workers and members of the public.

DON'Ts

- Don't grow facial hair that will impede the use of a respirator when doing work involving Silica Dust.
- Don't use a damaged or defective respirator, gloves, or glasses
- Don't use the incorrect filter in a respirator
- Don't exhaust into areas where there are other workers or into public areas

Creation, Approval and Revision Record

Created By:	Michael Coyne & Workers	**Date:**	2015
Approved By:	JOHS Committee	**Date:**	2015
Revised By:	Catherine Gallant	**Date:**	September 7, 2016

Safe Work Practice – Soldering

General Safety Requirements and Instructions

DOs

- Firstly, a hazard assessment shall be completed (the hazard assessment will identify any hazards specific to the workplace or environment)
  - Acetylene: Check if the tank is secure, check if the correct tip is on and if it's clean, check hoses for leaks and assess condition, check that the regulator is in good working order.
  - Check for fire extinguisher – easily accessible, good charge, in good working order.
  - Fill out a Hot Work Permit, check workers involved and fire watch.
  - Environment: check work area for debris, check for workers in area – create safe work zone or warn workers of work being done, check for good ventilation.
- Proper PPE must be worn while soldering: helmet, glasses, gloves, ear plugs (when necessary), and hi-visibility clothing (when around traffic). Refer to the SDS for solder and compressed gas to determine what PPE is required.
- Use a respirator and/or fan when in an area that has stagnant air.
- Make sure Acetylene tank is secure for work or just for storage.
- Remember when using either a ladder or scissor lift to follow the appropriate SJPs/ SWPs
- Use control zone to protect environment, workers and property. Warn workers when control zone is not possible; use pads to save the environment or property.
- Solder the farthest point first and work towards yourself as not to lean over hot soldered pipe.
- Deburr pipe to prevent irregular edges or other hazards which may cause injury.
- Keep out of vapor area when soldering, or use a respirator.
- Use a striker, do not use a lighter.

DON'Ts

- Don't begin work with a twisted hose- When lit the flame could spin in hands and cause a burn hazard.
- Don't forget to check where drips can splatter.
- Don't solder above your head.
- Don't forget to check the solder or flux. Make sure you have the right type.
- Don't solder when there is a chance of liquid coming into contact with hot solder or nipple. Steam is a hazard.
- Don't use a lighter.

Creation, Approval and Revision Record

Created By:	Michael Coyne & Workers	**Date:**	2015
Approved By:	JOHS Committee	**Date:**	2015
Revised By:	Catherine Gallant	**Date:**	September 7, 2016

Safe Work Practice – Spill Prevention and Remediation

General Safety Requirements and Instructions

Dos

- When working with hazardous or controlled substances, a hazard assessment shall be completed (the hazard assessment will identify any hazards specific to the workplace or environment).
- When working with hazardous or controlled substances, the following preventative measures will be taken:
  - Safety Data Sheets (SDS) will be readily available for each product.
  - Spill Kit will be available on site.
  - Supervisor will review relevant SDS with all workers on site where hazardous products are being stored, used, and/or transported.
  - Hazardous products will be stored as per the WHMIS 2015 SDS.
  - Drums, hoses, cylinders, or other containers will be inspected regularly, and tagged and repaired immediately if damaged.
  - Workers will be trained in proper handling, spill prevention, and spill response for each product.
  - Containers must be sealed/closed when not in use.
  - Adequate and visible signage relating to the hazards and precautions (i.e. Flammable – no smoking) will be present.

In the event of an incident:

- Immediately upon learning of any fuel, oil, hazardous material or other regulated substance spill, or upon learning of conditions that may lead to an imminent spill, the person discovering the situation shall:
  - Initiate actions to contain the fluid that has spilled or is about to spill, and initiate action to eliminate the source of the spill to the maximum extent that is safely possible.
  - Notify the site Foreperson and provide them with the following information:
    1. Location and cause of the spill
    2. The type of material that has spilled
    3. Whether the spill has reached or is likely to reach any surface water
- Upon learning of a spill or a potential spill the Foreperson shall:
  - Assess the situation and determine the need for further action, up to and including contacting an Emergency Response Contractor.
  - Advise subtrades/ prime contractor/ property owner, as necessary.
  - Direct subsequent activities and/or further assign responsibilities to other personnel.

Note: All Storage, PPE, Emergency Response, Transportation and other safety protocols/procedures will be determined by the Safety Data Sheet for each individual Hazardous Product. SDS requirements will be met or exceeded.

DON'Ts

- Don't leave it for someone else to clean up, unless it cannot be safely cleaned without hiring a third party contractor.
- Don't leave a spill unattended.
- Don't clean hazardous material spills without consulting the SDS
- Don't smoke near a spill in case the substance is flammable
- Don't store hazardous or controlled substances incorrectly.

Creation, Approval and Revision Record

Created By:	Michael Coyne/Catherine Gallant	**Date:**	2016
Approved By:	JOHS Committee	**Date:**	2016
Revised By:	Catherine Gallant	**Date:**	September 7, 2016

Safe Work Practice – Unloading Materials Manually

General Safety Requirements and Instructions

DO's

- Check surrounding areas for people or hazards that may be in the path of the off-loading process.
- Direct trucks as close to the area the material will be placed or used, reducing the off-loading time.
- Check that the truck is on a stable surface to prevent the truck from moving while you're working. (ie big rock crush that won't shift or mud that won't create a slide/slip hazard)
- Stand clear from the sides of the truck and the material until unbound by the driver and ready for you.
- Be aware of and stay clear of pinch points, moving parts or materials that could catch or crush you.
- Take a moment to assess the load and plan your approach. Think about how you're going to unload the materials and where you'll place them. A clear plan reduces the risk of accidents.
- Any sidewalks and roadways a shipment is lifted over, must be blocked or TCP used.
- Unload in manageable quantities. Use correct lifting techniques. Bend your knees, not your back, and keep your back straight. Avoid twisting your body while lifting.
- If a worker must get on the deck, the driver must place wheel chocks under the truck's wheels to prevent rolling or shifting.
- When working on the flat deck, be aware of debris and obstacles that could cause trips/falls.
- Cut bindings with care. How is the load going to react? Are you in a safe position?
- Maintain a clear workspace around the truck. Remove any obstacles that could cause tripping or accidents.

DON'Ts

- Attempt to lift material while the truck operator is untethering the load from the truck.
- Attempt to lift multiple unsecured materials at once or overload and strain yourself.
- Lift or attempt to lift, over an active sidewalk or roadway.
- Attempt to off-load a shipment being handled via crane, mobile crane, or gantry crane without being trained in rigging.
- Attempt to off-load a vehicle for any reason while it is still in motion.
- Attempt to unload too much material at once. This can cause the truck to become unstable and increase the risk of tipping.
- Stand in areas where you could be caught in pinch points or near the edge of the truck bed while unloading.
- Unload the truck if it isn't properly stabilized with chocks or if it appears unstable.
- *Don't stand too close to the edge of the flat deck when standing on it.*
- Don't get on a flat deck until you check that it is secure and free of any issues.

Creation, Approval and Revision Record

Created By:	Amanda L., Zeyad A. & Workers	**Date:**	2024.09.06
Approved By:	JOHS Committee	**Date:**	2024.09.10
Revised By:		**Date:**	

Safe Work Practice – Unloading Materials with Mobile Equipment

General Safety Requirements and Instructions

DOs

- Plan ahead, determining if the shipment needs to block or impede traffic, or if it can be done on-site and away from the public
- Always have a professionally made TCP plan by a certified Professional before arrival of a shipment that will require off-loading while outside the work site. plan in advance to complete the necessary set up, such as cones and signs mentioned in the TCP plan in a timely manner.
- Determine what mobile equipment is being used to off-load the shipment (telehandler, forklift, crane) and plan accordingly, such as checking the weight restriction for the telehandler and forklift, or booking time for the crane.
- When the shipment is brought via lift truck (Hiab truck), the operator of the truck must be informed of any changes made while helping with the unloading process
- When traffic control is required,
- When traffic control is required, only allow workers trained in traffic control to direct traffic or the public
- Check for surrounding workers, material, or building areas that may be in the path of the shipping truck, or the off-loading process
- Shipping trucks should be directed as close as possible to the area the material will be placed or used, reducing the off-loading time

DON'Ts

- Do not attempt to operate a forklift, manlift, mobile crane, or Hiab without an up to date record of training and permission from the owner of the equipment
- Do not plan for multiple shipments to site (where traffic would be blocked or impeded by the shipment) without a Traffic Control Plan in place beforehand
- Do not off-load a shipment with mobile equipment that is not designed to carry loads, such as a scissor lift or boom-lift.
- Do not attempt to lift material while the truck operator is untethering the load from the truck, they must be away from the material and ready for your action.
- Do not attempt to lift multiple unsecured material at once
- When traffic control is required, Set up of the TCP plan should not impede traffic longer than necessary
- Do not lift or attempt to lift overtop an active sidewalk or roadway. All sidewalks and roadways near the shipment must be blocked as per the TCP plan
- Do not attempt to off-load a shipment being handled via crane, mobile crane, or gantry crane without being trained in rigging.
- Do not attempt to off-load a vehicle for any reason while it is still in motion.

Creation, Approval and Revision Record

Created By:	Amanda L., James P. & workers	**Date:**	2022.06.10
Approved By:	JOHS Committee	**Date:**	2022.06.14
Revised By:		**Date:**	

Safe Work Practice – Vehicle and Equipment Maintenance

General Safety Requirements and Instructions

DOs

- Prior to engaging in vehicle or equipment operation, maintenance, or refueling, a hazard assessment shall be completed (the hazard assessment will identify any hazards specific to the workplace or environment).

Company Fleet Vehicles:

- All operators of company fleet vehicles are expected and required to follow all driving laws, and to drive with the utmost caution and care at all times.
- Company fleet vehicles will be sent to an authorized mechanic as per manufacturer's recommendations for maintenance, annual inspections, and any necessary repairs. Refueling will be done at service stations, using the company gas cards for payment. No fleet vehicles will be repaired or refueled on worksites or in the main office yard.
- Maintenance and repairs will be recorded using Hilti On!Track. All records of inspections/ maintenance/ repairs must be sent to the Shop & Yard Supervisor for filing.

Other Vehicles/Equipment:

- Any operators of the company-owned forklift must have current forklift training.
- Company forklift will be inspected by manufacturer annually, or more often if needed.
- Scissor Lift will undergo pre-use checks daily, and have an informal inspection completed annually.
- Rented equipment will be inspected prior to use, and before returning to supplier.
- Refueling is generally not required on site or at the main office. All standard equipment is fueled by propane tanks or batteries.
- If any refueling is required on a work site or at the main office for company owned or rented equipment, a spill kit will be accessible in case of incident.
- Should an incident occur, see Spill Prevention and Remediation SWP and refer to the SDS for the fuel.

DON'Ts

- Don't take a company vehicle to an unauthorized mechanic.
- Don't refuel vehicles or perform maintenance on work sites or in the yard without authorization from the superintendent/ construction manager/ Prime Contractor, or without a spill kit close by.
- Don't operate forklift in the main office yard during peak times (Monday-Friday, 7:45am-8:30am & 4:00pm-5:00pm), unless absolutely necessary. If necessary, a "spotter" will monitor staff vehicle movement and advise staff not to drive into/out of the yard while forklift is in use, or safety cones will demarcate the safety zone.

Creation, Approval and Revision Record

Created By:	Michael Coyne & Workers	**Date:**	2015
Approved By:	JOHS Committee	**Date:**	2015
Revised By:	Catherine Gallant	**Date:**	September 7, 2016

Safe Work Practice – Visiting the Fab Shop

General Safety Requirements and Instructions

DOs

- Conduct a visual hazard assessment (the hazard assessment will identify any hazards specific to the workplace or environment).
- If there are moving vehicles in the yard or shop, make eye contact with the operator and wait to proceed until the vehicle stops and you are signaled to proceed.
- Stay clear of all loads.
- Make note of all exits.
- Closed toe footwear and hi viz vests are required when visiting the shop.
- Steel toe boots and hi viz vests (when forklift in use) are required when working in the shop.
- Wear Safety Glasses (or prescription glasses) when inside the shop. Welding and grinding are hazardous to eyes.
- Stay clear of any work being done.
- Get the welder's attention from afar and wait for them to finish work safely.
- Gloves are required on a task specific basis.
- Ear plugs are highly recommended as noise in the shop frequently exceeds 85 Dba.
- Watch for trip hazards. Step carefully and never run, as surfaces may be slippery.
- If you smell any type of gas, or an unfamiliar smell, advise others in the shop. If the smell is particularly strong, or one of the shop workers advises it, exit the shop immediately.
- When exiting, watch for moving vehicles in the yard, or trucks/forklifts being unloaded.

DON'Ts

- Don't approach work if you do not have work boots (and/or other necessary PPE for type of work being done).
- Don't touch anything unless you are wearing gloves.
- Don't run inside the fab shop – surfaces can be slippery and there may be tripping hazards.
- Don't enter fab shop while wearing open-toed shoes or without appropriate ppe.

Creation, Approval and Revision Record

Created By:	Michael Coyne & Workers	**Date:**	2015
Approved By:	JOHS Committee	**Date:**	2015
Revised By:	Catherine Gallant	**Date:**	September 7, 2016
Revised By:	Amanda Lambert	**Date:**	January 26, 2025

Safe Work Practice – Waste Management and Waste Reduction

General Safety Requirements and Instructions

DOs

- All employees will make every effort to mitigate waste and properly dispose of all waste items.
- Disposal will be in accordance with the Federal Laws, as well as City or Municipality's Bylaws where each site is located.
- Appropriate Garbage, Recycling and Organics bins will be provided at each site, as necessary.
- The office will have available: garbage, recycling, and organics bins, as per City of Surrey bylaws.
- Employees working in the office will make every effort to conserve paper products, refraining from printing when not necessary, and double-siding all printed documents when appropriate.
- All shipping materials received on site and at the main office will be reused or recycled.

DON'Ts

- Don't dispose of items in the incorrect bin. i.e. - Do not dispose of organic waste in the garbage bin.

Creation, Approval and Revision Record

Created By:	Michael Coyne & Workers	**Date:**	2015
Approved By:	JOHS Committee	**Date:**	2015
Revised By:	Catherine Gallant	**Date:**	September 7, 2016

Safe Work Practice – Welding/Soldering

General Safety Requirements and Instructions

DO's

- Complete a hazard assesment to identify any hazards specific to the workplace or environment. Be familiar with the area, materials and who could be exposed.
  - Do you need to coordinate fire alarm shutdown?
  - Do you need to disable/enable smoke detectors and sprinkler heads?
  - Do you need a Hot Work permit?
  - Do you need extra screens to protect the public?
  - Where are you welding?
  - What materials are exposed to falling sparks or slag?
- Place screens to sufficiently protect public and other workers not involved in welding from harmful flashes.
- Clear work area of flammable items and/or excess materials
- Remove or effectively screen all fire hazards where the welding job is to take place.
- Where it is necessary to catch falling sparks and slag use fiberglass blankets or fire-retardant welding tarpaulin.
- Keep an appropriate type fire extinguisher available at all times within 10' and easily accessed.
- Use the correct ventilation where welding fumes and gases can accumulate ie: natural, mechanical or LEV or wear a respirator with the appropriate filter.
- Wear proper PPE:
  - Leather gauntlet type gloves and arm protection
  - An apron of leather or other suitable material for any length of work
  - Wear appropriate FR, leather, wool, or 100% cotton clothing
  - For welding: Eye and face protection equipment to protect against harmful radiation, or particles or molten metal, or while chipping or grinding welds.
  - For soldering: Eye protection
  - Substantial CSA approved safety footwear made of leather or other equally firm material.
- Protect any load bearing ropes or cables from the effects of welding operations.
- Use a spotter to alert welder to stop if concerns arise in public areas.
- Check all cables are neatly placed flat along the ground so not a tripping hazard.
- Use only electrode holders specifically designed for arc welding.
- Check that all cables, insulated connectors, and ground connections are capable of handling the current, and that the insulation is in good condition.
- Clean up slag or debris.

Don'ts

- Do not place electrodes against a gas cylinder to strike an arc.
- Do not weld unless all workers exposed to radiation from the arc flash wear suitable eye protection or are protected by adequate fire-resistant screen.
- Do not weld on unstable surfaces.
- Do not weld in a poorly vented area.
- Do not perform any welding process without proper FR, Leather, or wool clothing
- Do not wear highly flammable synthetic materials (including but not limited to, polyester

Creation, Approval and Revision Record

Created By:	Amanda Lambert & Workers	**Date:**	December 11, 2018
Approved By:	JOHS Committee	**Date:**	December 11, 2018
Revised By:	Amanda Lambert	**Date:**	January 26, 2025

Safe Work Practice – Working Alone

General Safety Requirements and Instructions

DOs

- Complete a visual check (the visual check will identify any hazards specific to the workplace or environment), taking into consideration that the employee with not have immediate assistance if an incident occurs.
- The employee working alone must check-in hourly with a designated coworker or check-in service, if a coworker is not available. The designated check-in person will be determined prior to the employee being alone.
- The employee must, at all times, carry a cell phone on them.
- Any employee with a severe medical condition should work with the Safety Coordinator or supervisor to mitigate risks when working alone, or to avoid working alone.
- If you are one of the last few to leave, notify everyone that you are leaving so that whomever is last is aware they will be alone.

DON'Ts

- Work alone for more than an hour without notifying a coworker or check-in service.

Creation, Approval and Revision Record

Created By:	Michael Coyne/ Catherine Gallant	**Date:**	2016
Approved By:	JOHS Committee	**Date:**	2016
Revised By:	Catherine Gallant	**Date:**	September 7, 2016

Safe Work Practice – Working in Traffic

General Safety Requirements and Instructions

When working on roadways, the Provincial Traffic Control Manual for Work on Roadways (TCM) guidelines must be followed at all times, as well as Civil Regulations.
For the purposes of these procedures, “Working in Traffic” shall be defined as for a duration of 15 minutes or longer. Brief duration and emergency situations do not require following TCM guidelines, however, are not exempt from good general safety practices.

DOs

- Complete a hazard assessment (the hazard assessment will identify any hazards specific to the workplace or environment)
- Prepare in advance a Traffic Control Plan which conforms to road authority policies and guidelines.
- If possible, avoid obstructing traffic during peak times, especially at high volume locations.
- Where work vehicles are present, workers should stay downstream of the vehicle.
- All efforts should be made to mitigate impact on traffic flow and reduce interference of traffic movement.
- Special precautions must be taken to safeguard that any construction equipment being used or stored does not pose a hazard to passing traffic. Each time a piece of equipment is put into use, a hazard assessment shall be completed with this in mind.
- Roadway occupancy and working times should be minimized to reduce exposure to potential hazards.
- Where full closure of a road or walkway is unavoidable, drivers and pedestrians must be guided in a clear manner.
- Workers engaging in traffic control must check the worksite carefully to make sure that traffic controls are appropriate, in good working condition, and functioning as intended.
- All temporary traffic control devices are to be removed and covered or obstructed from sight of roadway when not in use.

DON’Ts

- Where practicable, workers should not be any closer than 3m (high speed) or 1.5m (low speed) from any live traffic lane.
- Where practicable, don’t make sudden, frequent or unnecessary changes to the plan, such as lane narrowing, lane closings, reductions in speed, or positioning that requires difficult or risky maneuvering.

Creation, Approval and Revision Record

Created By:	Michael Coyne & Workers	**Date:**	2015
Approved By:	JOHS Committee	**Date:**	2015
Revised By:	Catherine Gallant	**Date:**	September 7, 2016

Safe Work Practice – Working in Trenches

General Safety Requirements and Instructions

DOs

- Complete a hazard assessment (the hazard assessment will identify any hazards specific to the workplace or environment)
- Inspect the trench: Is it certified by an engineer? Has weather affected the walls since certification? Is the trench sloped appropriately, or is there shoring to protect the workers?
- Check the Engineer's certification for the shoring to be used in the trench work. Check the shoring condition before use and every morning of use thereafter.
- When unloading the shoring from a truck make sure rigging is safe and stay clear of the shoring while it is unloaded from the truck.
- Stay clear of shoring when moving from one set to the next, do not forget to get eye contact with operator before encroaching the working area of the machines.
- When access is restricted for any reason then a decision must be made about if area is considered a confined space. Make sure ladders used when the need arises; the absence of a ladder might make the difference between an enclosed space and a confined space.
- All safety protocols to be followed when confined space is identified, and safety precautions to be considered when it is only an enclosed space.
- Gas detector to be used when confined space is decided upon.
- All work to be done inside the shoring.
- All appropriate PPE to be worn when working in trench.
- Workers must protect the trench either a spotter or safety tape and signs to stop accidental encroachment by vehicles or workers not associated with the working being done.
- Review any SDS for products being used such as primer or glue.

DON'Ts

- Don't enter a trench without proper PPE.
- Don't enter an uncertified trench.
- Don't enter a trench with damaged/degraded shoring.
- Don't work outside the shoring.
- Never work alone in trench.

Creation, Approval and Revision Record

Created By:	Michael Coyne & Workers	**Date:**	2015
Approved By:	JOHS Committee	**Date:**	2015
Revised By:	Catherine Gallant	**Date:**	September 7, 2016

Safe Work Practice – Workstation Ergonomics

General Safety Requirements and Instructions

DOs

- Complete a visual check (the visual check will identify any hazards specific to the workplace or environment), with special attention to:
  - Repetitive movements
  - Sedentary work for long periods of time
  - Placement of supplies and equipment
- When doing repetitive movements:
  - Take micro-breaks every 20 minutes of 1 minute each
  - Every 2 hours, stretch and rotate the body part(s) that is in repetitive use.
- When sitting at a desk for long periods of time:
  - Stand up and move around once every hour
  - Rub backs of legs above knees to increase blood flow
  - Sit with back straight and feet flat on the floor
- Workstation Setup
  - Chair arms should be in line with the keyboard tray
  - Feet should be flat on the floor
  - The top of your Monitor should be in line with your eyes
  - Chair should be in upright position (i.e. not reclined)
  - Keep commonly used items within reach to avoid repetitive strain

DON'Ts

- Don't ignore muscle or joint soreness.
- Don't slouch in your chair for bend forward over your keyboard.
- Don't Stay sedentary for longer than two hours.

Creation, Approval and Revision Record

Created By:	Michael Coyne/ Catherine Gallant	**Date:**	2016
Approved By:	JOHS Committee	**Date:**	2016
Revised By:	Catherine Gallant	**Date:**	September 7, 2016

ELEMENT 4

Safe Job Procedures

Safe Job Procedures

Definition
A safe job procedure is a written step-by-step guideline of how to safely perform a task/job from beginning to end.

Purpose
The purpose of the following Safe Job Procedures (SJPs) is to provide a guideline during any of the described tasks/jobs, for workers who may be exposed to low, medium or high hazard work so they are adequately instructed and protected.

Scope
The following SJPs apply to all Division 15 Mechanical employees and sub-contractors working at all Division 15 sites, projects, fabrication shop(s), yard, storage facilities and office(s).

Responsibilities

Management is responsible for:

- Supporting the application of these SJPs on all Division 15 sites, projects, fabrication shop(s), yard, storage facility and office(s)
- Providing support to ensure all workers are given the time and opportunity to learn these safe work practices so that they are adequately trained to perform the task/job safely
- Providing safe tools, equipment and materials to facilitate the work being done

Supervisor/Foreperson is responsible for:

- Support all workers have received necessary training/instruction on the procedures to safely execute the work being undertaken
- Positively lead by example at all times by following these procedures, working professionally and safely, and avoiding shortcuts
- Check that all workers review and abide by the SJPs set herein
- Monitor the effectiveness of the practices and give feedback to the safety department when updates are necessary

Employee/Sub-contractor is responsible for:

- Understanding their legislated rights & responsibilities; to exercise and execute them.
- Requesting assistance/direction if in doubt or unfamiliar with the task/job at hand.
- Being familiar with and following all applicable SJPs
- Ensuring an organized, clean and safe work environment for both themselves and others working around them

Preliminary Activities

All visitors and personnel are to receive an appropriate and current site specific orientation by the Prime Contractor prior to accessing the work site.

A pre-job hazard assessment must be documented prior to the start of any task/job, shift start and/or safe work practice. All personnel involved in the task/job (Foreperson, worker, subcontractor) must participate, review, be familiar with and sign-off on their individual or crew documented hazard assessment.

Any worker found to not have participated in the hazard assessment process will be subject to disciplinary action.

Review the SJPs for the task/job with all personnel who are directly involved.

Specific tasks require proof of training, which must be made readily available on site to confirm certification/training is current and that the worker is competent and compliant with administrative hazard control requirements.

Critical Task and Technical Equipment Evaluation

Workers assigned to complete tasks that have been deemed critical tasks, or involve a piece of technical equipment, will be included in a review of how a task is performed, including the activities involved, timeframes, and equipment used. Review of critical tasks and reviews of technical equipment will be documented in Salus and signed by the worker and mentor or supervisor. Critical tasks that do not have a pre-existing SWP will have a site specific one developed with by the forepersons / workers and safety team.

Required Safety Equipment (PPE)

The following personal protective equipment is considered to be basic PPE and a requirement to work on any Division 15 Mechanical site:

- CSA approved safety boots. Boots must be in good repair with good ankle support
- CSA approved hard hat in good repair without modifications & worn without a ball cap
- CSA approved eye protection
- High visibility garment (CSA standard may be required in certain circumstances or by client/prime contractor rule). It must have reflective value & not tattered or torn
- Gloves to suit the task/job/hazard when required or made readily available unless the client/prime contractor deem it required to be worn at all times
- Adequate clothing consisting of long pants and shirts with a minimum of 4” sleeves to protect from routine hazards on site. No shorts or cut-off t-shirts
- Attire to protect oneself from the elements that won’t cause hazard/danger to the worker
- Please consult with your immediate supervisor, the client, prime contractor, SDS (safety data sheets), manufacturer specifications or other resource for any other additional or specialty PPE requirements

Safe Job Procedure – Cast Iron Drainage Assembly

General Safety Requirements and Instructions

Step-by-Step:

1. Obtain and put on the necessary PPE: Glasses, Helmet, Gloves, Boots (steel toe), hi-vis vest, respirator and earplugs, when necessary.
2. Complete hazard assessment - identify any hazards specific to the workplace or environment, ensuring:
    a. a clean working environment
    b. communicating with other trades as required.
3. When possible always work from the ground up. When working at heights, create a Control Zone in the room below or on lower levels.
4. If a Safe Zone cannot be created, all workers in the area should be made aware of the hazards and a spotter used.
5. Gather the following tools and ensure they are in good working order:
    a. Drill/Ratchet/Socket – to tighten riser clamps
    b. Drill – to attach inserts to hold riser clamps
    c. Ladder - check it's the right type and size for the job
    d. Scissor Lift or scaffolding when it is not safe to work on a ladder
    e. Riser Clamps – ensure all riser clamps and pipe are the correct parts needed for the job
6. Check weights of pipe (see chart below). Will you have control or do you need assistance?
7. Check all riser clamps are ready to receive pipe. When drilling inserts, ensure you have drilled deep enough and that the insert is installed correctly and is adequate for the pipe hanging process.
8. Always monitor the area for new workers that may have entered the area without proper PPE.

Working Ground Up

1. Attach riser clamps to inserts inside column/ wall and open them to receive pipe. Several may be required based on location of installation.
2. Lift the pipe into place (use helper as required).
3. Close and tighten first riser clamp so it firmly holds the pipe.
4. Check tightness of clamp before fully releasing pipe.
5. Tighten other riser clamps.
6. Resting the next pipe on the first pipe, repeat the procedure, working from a scissor lift with a control zone. (if you need assistance with the pipe ask for help).
7. Continue to build the drainage.

Note: If you cannot thread the pipe up through the floor to the next level without leaving at least 6 inches past the next floor then you will need to install that piece top down and insert a connecting piece to join the two.

Working Top Down

Note: only complete work from top down if material can only be received from the top.

1. Attach riser clamps to inserts inside column/ wall and open them to receive pipe. Several may be required based on location of installation.
2. Set up a control zone on floors below and communicate the hazards to workers in the area.
3. With pipe on ground attach a riser clamp to the pipe so at least 4" of the top of the pipe will stay above the hole (if needed, attach a second riser clamp to help with control when lowering the pipe through the hole).
4. Recheck the riser clamp is tight.
5. Shouldering the pipe, slowly lower pipe down through the hole, keeping a firm grip on the pipe and using angles to help slow its decent (get help or a spotter when needed).

6. Check the riser clamp is firmly holding the pipe.
7. Slowly release the pipe until the secondary clamp rests on the riser clamp on the floor.
8. Go to the floor below and do up the remaining clamps to firmly attach the pipe.
9. If you used a secondary clamp, return to the upper level and remove the clamp.
10. Once you have completed installing the drainage, remove any control zones you may have set up.

10' Length – Single Hub Service - Cast Iron Soil Pipe

Inches	2	3	4	5	6	8	10	12	15
LBS	41	60	79	100	124	181	260	346	525

Creation, Approval and Revision Record			
Created By:	Michael Coyne & Workers	**Date:**	April 2017
Approved By:	JOHS Committee	**Date:**	May 9, 2017
Revised By:		**Date:**	

Safe Job Procedure – Confined Space Entry

General Safety Requirements and Instructions

Confined Space Definition: *Any tank, vessel, tunnel, sewer, or other space that (a) is enclosed or partially enclosed, (b) is not designed or intended for continuous human occupancy, (c) has limited or restricted means for entry or exit that may complicate the provision of first aid, evacuation, rescue or other emergency response service, and (d) is large enough and so configured that a worker could enter to perform assigned work.*

Step-by-Step:

1. When confined space entry is required on a job site, the Foreperson will confirm with the Safety Manager that workers involved have up-to-date Confined Space training. Workers must have access to proof of training/ certification.
2. Prior to entry, a Field Level Hazard and Risk Assessment shall be completed.
3. Prior to entry, appropriate tests to determine the nature and quantity of harmful vapors, gases, fumes, mists, dusts, and oxygen deficiency have been completed and the information recorded. If glues are being used, check the SDS to determine what PPE is required.
4. Written site-specific procedures will be established to establish a safe environment for the worker(s).
5. Where tests indicate unsafe conditions in the Confined Space, ventilation and/or cleaning will be undertaken.
6. After Cleaning/ Ventilation, the conditions of the Confined Space will be re-tested to confirm that unsafe conditions have been removed. Ventilation will continue at all times when the Space is in use.
7. Where tests indicate that the atmosphere in the Confined Space cannot be made safe, and where flammable or explosive gasses or liquids are present, no one shall enter the confined space and specialists will be contacted.
8. Worker inside confined space is the **entrant**. Worker outside, monitoring conditions is the **attendant**.
9. A tripod will be set up outside the confined space. Lifeline will be secured from tripod to D-ring of entrant's harness.
10. There will always be an attendant outside the confined space monitoring the readings and keeping in constant communication with the worker inside.
11. Attendant is responsible for monitoring changes in the entrant's behavior – attendant will ask for readings on monitor, and entrant will relay readings. The attendant will pay attention to delays or changes in responses.
12. In case of change in response, the attendant will tell entrant to exit the confined space.
13. In case of no response, or if entrant is not able to self-rescue, attendant will initiate assisted evacuation using the tripod and will **NOT** enter the confined space under any conditions.
14. Sign off and close entry permit when all tasks are completed.

Creation, Approval and Revision Record

Created By:	Michael Coyne & Workers	**Date:**	April 2017
Approved By:	JOHS Committee	**Date:**	May 9, 2017
Revised By:		**Date:**	

Safe Job Procedure – Coring

General Safety Requirements and Instructions

Step-by-Step:

Preparation

1. Identify potential hazards using your FLHRA.
2. Communicate: Talk to your Foreperson, the electrician and other trades and workers in the area.
3. Ensure all drill areas have been scanned for electric/ gas/ water lines/ pre- & post-tension cables/rebar if necessary.
4. Check all mechanical parts for loose components.
5. Ensure the power supply is protected by a residual current device (RCD) - Ground Fault Circuit/ Current Interrupter (GFCI).
6. Erect barricades and clear no-entry/ danger signs 8’ from areas where drilling or coring is in progress and in the area below drill sites for horizontal slabs.
7. Have someone below to spot for you.
8. Check that nothing can drop through the hole.
9. Add your controls to the FLHRA.

Operation

1. Mark the given holes and centers, with a waterproof crayon or permanent marker.
2. Use a respirator while drilling inserts for silica dust exposure control.
3. Secure the core drill with anchor bolts 13” to center or in accordance with the manufacturer’s specifications.
4. Use ½” rod (not 3/8” rod as it pulls out)
5. Tighten the drill machine so there is no movement of the mast and it is level.
6. Attach the drill to the mast and make sure it is secure.
7. Start drilling all holes in low gear, stopping the motor before changing to a higher gear and operate the machine in accordance with the manufacturer’s instructions.
8. Make sure the coring machine is on the right setting (2-4, 4-6, 6-8, 8-10) to avoid burn out or machine damage.
9. Feed lots of tap pressure water into the hole to bring up slurry and keep the hole saw bit cool. (If needed, set up extra hording to protect from water damage)
10. Try to contain the water by placing a vacuum near the hose to prevent water damage.
11. You will hit rebar. Go slow through it.
12. Garbage cans can be used to catch the core to prevent damage (if drilling very large cores, alternate methods should be researched to minimize damage).
13. Where possible, fill holes or fit safety covers over drilled core holes and attach warning signs if necessary. (4” holes and larger)
14. Remove slurry and cores to prevent slip and trip hazards. Clean your equipment and work area.

Creation, Approval and Revision Record

Created By:	Amanda Lambert & Workers	**Date:**	January 8, 2019
Approved By:	JOHS Committee	**Date:**	January 8, 2019
Revised By:		**Date:**	

Safe Job Procedure – Cutting into or Opening a Connected Line

General Safety Requirements and Instructions

Step-by-Step:

1. Complete your worksite inspection and FLHRA
2. Gather tools needed:
    a. Bucket & Rags
    b. Screw (Wirsbo) / Self tapping screw (Copper) / Fine drill bit (steel / caste)
    c. Wear appropriate PPE that would protect you from possible blow-outs of contaminated water or grey-water
3. Make sure you know the main building shut off location in case of emergency.
4. Can you verify if the line is filled with air or water? Are you looking at the correct line? Is the potential water hot or cold?
5. Close the valves on either side of where you need to cut into the line. **If the valves are far away, physically lock out the valve if possible or place signage “Do not touch, line under repair”.
6. Check how long the length of pipe is that needs to be drained, and make sure the container or wet vacuum is large enough to handle the potential quantity.

Finished Rooms

1. If the room is finished or semi-finished, cover as much of the floor or walls as required with a tarp to protect it from liquids.
2. When draining, monitor the tarp or container holding the liquid to prevent leaking or transfer to drywall.

Air Filled Lines - ***** Cutting into air filled lines can have deadly results if under pressure.

1. Before opening a valve to bleed a line that is potentially filled with air:
    a. Be positive it was only air in the line and not another product.
    b. Check the gauge reading before closing the valves between the gauge and the section being cut
    c. Once the valves are closed, check if the gauge reading changed. (This is to check that the gauge is reading correctly.)
2. Close the valve up line and down line (if a large system to isolate) of the section you need to work on.
3. Bleed the full line or isolated section. Reminder: Warmer weather can create ambient pressure inside a line that will hiss as you bleed or open it, a gauge will let you know what you are dealing with.
4. Continue the work or repair you need to do if the valves are holding, or the line is emptied.

Wirsbo

1. Insert the screw so it penetrates the middle of the wirsbo only.
2. Place a container large enough under the drain spot where you inserted the screw.
3. Remove the screw and let the line drain to test if the valves are holding.
4. If the water stops draining from the line, the valves are holding, and you may proceed to cut the wirsbo fully and repair or add to it.
5. If the draining water does not stop, the valves are NOT holding. Reinsert the screw and close the next valves on either side of the line. Once this is complete, start at step 4 again.
6. If the valves did not work & the next set do work speak with your supervisor about replacing the valves or next steps before proceeding.
7. If the previous step does not stop the water from flowing, turn off the water main to the building.

Copper

1. Insert the self-tapping screw so it penetrates the middle of the copper only.
2. Place a container large enough under the drain spot where you inserted the screw.
3. Remove the screw and let the line drain to test if the valves are holding.

4. If the water stops draining from the line, the valves are holding, and you may proceed to cut the copper fully and repair or add to it.
5. If the draining water does not stop, the valves are NOT holding. Reinsert the screw and close the next valves on either side of the line. Once this is complete, start at step 4 again.
6. If the valves did not work & the next set do work speak with your supervisor about replacing the valves or next steps before proceeding.
7. If the previous step does not stop the water from flowing, turn off the water main to the building.

Caste Iron / Steel

1. Locate the low point drain valve.
2. Place a bucket under and drain the pipe.
3. Continue your work once the pipe is drained.

If there is no low point drain valve:

4. Drill a pin-hole into the pipe, so it penetrates the middle of the pipe only if only a small section is to be removed.
5. Place a container large enough under the drain spot.
6. Remove the drill bit and let the line drain to test if the valves are holding.
   Or
7. Place a container large enough under the drain spot.
8. Loosen the band on the full side of the blockage by the smallest amount possible to create a leak. Do not attempt to loosen the band more than this or you could potentially cause a blow-out.
9. If the water stops draining from the line, the valves are holding, and you may proceed to cut the pipe fully and repair or add to it.
10. If the water draining does not stop, the valves are NOT holding. Reinsert the bit and close the next valves on either side of the line. Once this is complete, start at step 4 again.
11. If the previous step does not stop the water from flowing, turn off the water main to the building.

Blocked Caste Iron / Steel

1. If a pipe is blocked, use a Snake/ Auger/ Camera to see if the blockage can be removed without altering the pipe.
2. Lightly tap the pipe and listen to the sound to determine the location of the blockage, and if the pipe is full or empty.
3. If the section of the pipe requiring maintenance is or could become full of water/grey water, locate the nearest Clean Out and block it with a test ball.
   ***If a test ball is inserted the line will back up. Be aware of where it backs up to and if it is safe.
4. Place a container large enough under the drain spot.
5. Loosen the band on the full side of the blockage by the smallest amount possible to create a leak. Do not attempt to loosen the band more than this or you could potentially cause a blow-out.
6. Once the liquid is removed, clear the blockage, or replace the pipe, re-installing it as per your foreman/lead hands instruction.
7. Once work is complete and the line back in working order go and remove the test ball and clear any backed-up water in the line.

Creation, Approval and Revision Record			
Created By:	Safety & Workers	**Date:**	2024.03.13
Approved By:	JOHS Committee	**Date:**	2024.05.14
Revised By:		**Date:**	

Safe Job Procedure – Drilling Inserts and Hanging Pipe

General Safety Requirements and Instructions

Step-by-Step:

1. A site-specific hazard assessment must be conducted covering:
   - A clean working environment
   - People working in the area are aware of and prepared for the hazards you are about to create,
   - What is in the slab? ie: Rebar, Electrical, Radiant heating pipes? Are you permitted to drill into the concrete? Does it require a scan?
   - If working with plastic pipe, check SDS for all primers/ glues to check you have the correct PPE and know the product exposure hazards.
2. Create a Safe Zone. If a Safe Zone cannot be created, all workers in the area should be made aware of the hazards.
3. Prior to entering the Safe Zone, obtain and put on the necessary PPE: Glasses, Helmet, Gloves, Boots (steel toe), half mask with proper cartridge for silica particulate, hi-vis vest, and earplugs when drilling.
4. Gather the following tools and ensure they are in good working order:
   - Drill - with vacuum attachment when possible
   - Ladder - check it's the right type and size for the job
   - Scissor Lift or scaffolding when it is not safe to work on a ladder
   - Inserts –all insert rods and pipe are the correct parts needed for the job
   - Electrical cords - check they are safe for use (i.e. not frayed, etc.)
   - Safety glasses - glasses are required when using any power tools
   - Face shield - when drilling or working overhead, a face shield is recommended in addition to safety glasses to prevent debris entering your eyes or cutting your face.
   - Vacuum bag - ensure it is emptied before and after use
5. Prior to drilling have you checked what is in the slab? Ie: Electrical, Rebar, Hydronics, Radiant pipes. Does it need scanning?
6. When drilling inserts, ensure you have drilled deep enough and that the insert is put in correctly and is adequate for the pipe hanging process.
7. Always monitor the area for new workers that may have entered the area without proper PPE.
8. Housekeeping
   - pick up garbage as you create it
   - use the proper recycle bins.

Creation, Approval and Revision Record

Created By:	Michael Coyne & Workers	**Date:**	2015
Approved By:	JOHS Committee	**Date:**	2015
Revised By:	Amanda Lambert	**Date:**	March 27, 2019

Safe Job Procedure – First Aid Reporting & Recovery at Work

General Safety Requirements and Instructions

Step-by-Step:

If a worker is injured, the following **steps** must be followed:

1. The injured worker will notify the First Aid Attendant and/or the Supervisor on duty, whether they resume work immediately, or require First Aid. **ALL injuries, no matter how minor, must be reported the day the injury occurs.**
2. The injury will be assessed by the First Aid Attendant, who will decide if the worker needs medical attention, or can return immediately to modified duties, or can return immediately to regular duties. In the first two situations, the worker is given the Modified Duties Package appropriate to their injury.
3. If necessary, the worker is then sent for medical treatment. They will take the Modified Duties Package with them.
4. The Supervisor/First Aid Attendant will report the injury to the Head Office by either filling out the Internal Accident/Incident Report Form and faxing or emailing it in, or by calling the Safety Coordinator (Amanda) or the Safety Manager (Michael). Report must be done immediately (same day as injury).
5. The Safety Coordinator will enter the injury into Simply Safety and generate a WorkSafe BC Form 7 immediately. The deadline for submission is 72 hours after the injury, however, the sooner it is reported, the better. Form 7 should be sent in same or next day.
6. **It is imperative that the injured worker communicates and coordinates with either the Safety Coordinator or Safety Manager on the day of the incident/injury** so that a modified work program can be initiated. Our aim is to provide continuous work, without any lost time.
7. Worker must bring back Modified Duties Package, signed by physician, if applicable, and by supervisor and worker. *(the worker may, if they choose, refuse the Modified Work offer. WorkSafe BC will determine if the refusal is unreasonable based on facts collected and may not pay worker for missed time.*)
8. The Recover at Work Program will then be implemented, with agreed upon modified duties, immediately.
9. The Safety Coordinator (Amanda) or the Safety Manager (Michael) will obtain the Claim Number for the injury from WorkSafe BC.
10. The signed package will be given to the Safety Coordinator (Amanda) or the Safety Manager (Michael), who will then send the document to WorkSafe BC to add to the Claim file.
11. The Safety representative will follow up with the worker daily or weekly, as required, to track progress. Worker, supervisor, and Safety rep will record daily progress.
12. Once the worker is ready to return to regular duties, an Agreement to Return to Regular Duties will be given to the worker. This document will be signed by the worker and supervisor, and a copy sent to WorkSafe BC.

Creation, Approval and Revision Record

Created By:	Michael Coyne & Workers	**Date:**	2015
Approved By:	JOHS Committee	**Date:**	2015
Revised By:	Catherine Gallant	**Date:**	September 7, 2016
Revised By:	Amanda Lambert	**Date:**	January 26, 2025

Safe Job Procedure – Fire Alarm in Test Mode

General Safety Requirements and Instructions

On occasion in order to preform work on the Fire Alarm System, the system will need to be disabled.

1. Advise office manager/controller to contact alarm monitoring company.
2. Manager/controller will contact Affordable Systems to place the alarm on test
   - 604-777-3333
   - System # GL4516
   - Give them the amount of time is needed to work on the system
3. Verbally inform Admin team to send the following email to “ALL Staff” marked urgent
4. Once work is complete, verbally inform Admin team to send an email to “ALL Staff” marked urgent informing them the system is rearmed.
   - If work is finished earlier call the above number to rearm the system sooner

“Attention All Staff,
Due to work being performed, the building Fire Alarm system is disabled until “xx” time. This means Emergency services will not be automatically notified.

In Case of a Fire: a. Call 911
b. Spread the word verbally there is a Fire, and all floors & the shop must evacuate and to gather at the muster point.
c. If the fire is small and you are not alone, use the Fire Extinguisher to put out the Fire.
d. Do not reenter the building until the Fire Department or Fire Marshall give the word it is safe to do so.

Creation, Approval and Revision Record

Created By:	Amanda Lambert	**Date:**	January 16, 2023
Approved By:	Catherine Gallant	**Date:**	January 26, 2023
Revised By:		**Date:**	

Safe Job Procedure – Forklift Pipe Placement Assistant

General Safety Requirements and Instructions

Notes: The following piece of equipment was fabricated by Division 15 Mechanical to assist with large pipe placement. The equipment is engineered and certified.

The FPPA "Forklift Pipe Placement Assistant" raises pipe into position via a forklift so that hangers can be placed around it and the pipe hung in place.

Step-by-Step:

It is made to hold 10" steel pipe 21' long

1. Ensure work area free from debris.
2. Set up a control zone.
3. Ensure FPPA is on forks fully and attachment chain is fully secured.
4. Set pipe on FPPA, ensuring pipe centered and well seated.
5. Move forklift into place with spotter assistance.
6. Raise forklift with pipe into place.
7. Using ladders or scissor lift, place hangers around pipe and secure.
8. Undo chain holding pipe to FPPA.
9. Remove ladders and persons in the area.
10. Slowly lower forklift pausing when weight is fully on hangers to check pipe is secure.
11. Once pipe is confirmed secure, lower forklift completely.

Creation, Approval and Revision Record

Created By:	Field Staff & Safety Team	**Date:**	June 12, 2019
Approved By:	Safety Committee	**Date:**	March 2, 2020
Revised By:		**Date:**	

Safe Job Procedure – Flaring (Purging Gas from a System)

General Safety Requirements and Instructions

Step-by-Step: *The following is a generic procedure. This procedure may change depending the site or circumstances.*

1. Notify the General Contractor, the Site Safety Officer, and all trades on site - time, location, and duration of the procedure.
2. A pre-task meeting will take place with all workers involved reviewing the procedure, including:
    - ➢ The location of the system being purged, and the entry point(s) for the nitrogen, and all exit points for the gas being purged.
    - ➢ The FLHRA and SJP signed by all workers involved.
    - ➢ Selecting a worker that must remain at the point of entry of the purge medium to ensure the procedure can be stopped if needed. Under no circumstances shall this worker leave the point of entry during the procedure. A worker(s) is to attend each exit point as a monitor with a fire extinguisher. The final exit point of the system is to be monitored with a fire blanket and 20p extinguisher.
    - ➢ Form of communication being used
    - ➢ Start time for the procedure.
    - ➢ Dangers of Gas being purged, and asphyxiation hazards of nitrogen.
    - ➢ Review of emergency evacuation procedures for site
    - ➢ Necessary PPE for the task
    - ➢ Review site associated hazards
    - ➢ Review use of Altar monitor
    - ➢ Review safe distance for attendants
2. Shut off gas supply and lockout/tagout all pipelines introducing gas to the line being worked on
3. Place fire extinguishers next to any gas exit point where flaring is taking place, and one fire blanket on site in a location reasonably accessible to all flaring locations.
4. Walk the length of the pipe being purged before flaring takes place to ensure that:
    - ➢ The system is isolated, with all possible connections to other systems being closed
    - ➢ There are no trades in or near the control zones around all gas exit points
    - ➢ All control zones have the appropriate signage and contact information
    - ➢ Fans are placed pushing air towards the nearest door to the outside to reduce the chance of Nitrogen asphyxiation
    - ➢ That there is no area where gas could escape without first being exposed to a flame
    - ➢ That there is no potential of a material or substance igniting at the flaring location other then the purged gas
    - ➢ That there is not a worker above the flare location, and that there is a way to safely vent exhaust
5. Air quality will be tested and documented before flaring takes place in front of all gas exit points to ensure that there is not flammable gas in the air around the ignition source before flaring
6. Once all entry points are being monitored by an attendant, the torch can be turned on and placed Infront of the exit point. In the case of multiple exit points, a torch or furnace needs to be active at the other location(s) constantly during the procedure.
7. At no point should an attendant stand directly in front of an exit point. This includes body parts and clothing.
8. Nitrogen can now be introduced into the system at a pressure level that is always lower then normal operating pressure, and never higher. During this time, all attendants must remain in contact with the entry point attendant.

9. When the Torch or furnaces start to flicker, indicating that the gas has been purged and nitrogen is now integrated in the system, the torch(es) or furnace(s) can be turned off and the air quality will be tested and documented immediately to ensure nitrogen is the only gas exiting in the system.
10. If all exit points are not showing signs of a flammable or explosive gas during the air quality testing, the entry point for the nitrogen can then be closed, and work on the system can then commence.
11. Once all work on the pipe has been finished, steps 3 – 7 are then repeated with gas being re-introduced to the system, removing the nitrogen until the torch(es) or Furnace(s) show signs of contact with the flammable gas.
12. The system can then be closed, and the surrounding area will be checked for nitrogen pooling in applicable areas.

Creation, Approval and Revision Record			
Created By:	Amanda L, James P, & Workers	**Date:**	2022.03.30
Approved By:	JOHS Committee	**Date:**	2022.06.14
Revised By:		**Date:**	

Safe Job Procedure – Grooving

General Safety Requirements and Instructions

Step-By-Step:

1. Place pipe stands at locations appropriate for the length of pipe to be grooved.
2. Test a piece of spare pipe before grooving on your good pipe.
3. Set pipe flush against the drive roll flange to groove.
4. Ensure safety foot switch plugged in with adequate clearance for ease of use and to avoid a tripping hazard.
5. Turn the switch on the side of the power drive to RVS (reverse).
6. Depress the safety foot switch. Verify that the pipe rotates counter clockwise when viewed from the front power drive chuck. Remove foot from the safety foot switch. If the pipe rotates clockwise when viewed from the front power drive chuck, return to the previous step and verify the direction of the power drive.
   NOTE: To obtain the proper groove diameter, a test groove should be performed when setting up or changing pipe sizes.
7. Lift feed handle upward.
8. Fully loosen depth adjustment screw.
9. Tighten down depth adjustment screw the number of turns indicated in the correct chart below.

Pipe Diameter Reference

Pipe Diameter	Schedule 10 Minimum No. of Turns	Schedule 40 Minimum No. of Turns
6	2 1/2	N/A
4	2 3/4	N/A
3 1/2	2 3/4	N/A
3	2 1/2	3/4
2 1/2	2 1/2	1
2	2 1/2	1 1/2
1 1/2	2 1/2	1 3/4
1 1/4	2 3/4	1 3/4

Chart B - Pipe Diameter & Turns (916's standard roll set)

Diameter	Schedule 10 Minimum No. of Turns	Schedule 40 Minimum No. of Turns
1″	5	4 1/4
1 1/4″	3 1/2	3
1 1/2″	3 3/4	3 1/2

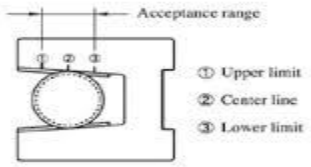
Chart D - 11 /4, 11 /2 AWWA grooving and 1″ pipe grooving.

Diameter	K	L	M	DWV
2″	4	4 1/4	4 1/2	—
2.5"	3 1/2	4	4 1/4	—
3″	3 1/4	3 1/2	4 1/4	4 3/4
4″	2 1/2	3 1/4	3 1/2	4 1/2
5″	1 3/4	2 3/4	3 1/4	4 1/4
6″	1 1/4	2 1/2	3	4 1/4

Chart C – Depth Adjustment Chart for Copper Pipe – Number of turns

10. Flip the directional switch from OFF and step on the machine foot switch while applying slight downward pressure on the feed handle.
11. Using the handle, bring the grooving head down to rest on the pivot adapter assembly.
12. To help prevent “walking”, apply pressure on pipe with right hand, there should be a 1° grade and the pipe placement should be 1° to the left when looking at the machine down the pipe.

13. With pipe tracking properly and back side of pipe against drive roll flange, step on foot switch and continue downward pressure until feed handle rests on the base of 916 Roll Groover.
    NOTE: Do not overfeed upper groove roll. Maintain constant downward pressure, pausing to allow one pipe revolution before increasing downward pressure.
14. After feed handle comes to rest on base of Groover allow two (2) complete pipe revolutions to even out groove depth.
15. Release foot switch and slip directional switch to OFF.
16. Pull feed handle upward and carefully check groove diameter with the Victaulic tape.



Groove diameter check


Groove measuring tape

17. To decrease groove diameter, tighten depth adjustment screw. To increase groove diameter, loosen depth adjustment screw.
    NOTE: Once groove depth is determined, additional grooves will have the same depth.
18. Consistently check groove depth with a diameter tape. Coupling should fully sit in the groove without binding or excessive play.
19. Maintain grip on the carriage lever to keep the tool in position during grooving.

Creation, Approval and Revision Record			
Created By:	M Coyne / A Lambert & Workers	**Date:**	January 18, 2019
Approved By:	JOHS Committee	**Date:**	March 2, 2020
Revised By:		**Date:**	

Safe Job Procedure – Hot Work

General Safety Requirements and Instructions

Step-by-Step:

1. Fill out a Hot Work Permit as required and indicate it on your FLHRA.
2. The necessary PPE must be used: glasses, gloves, helmet, boots, vest, earplugs, steel toe boots, face shield when grinding. For welding: welding face shield, leather gloves, gauntlets (when required), leather apron or appropriate FR, leather, wool or 100% cotton clothing, fire resistant ear plugs, steel toe boots
3. Check area and clear any and all combustible debris.
4. Ensure there is a fire extinguisher within easy reach, just in case.
5. Check all equipment is safe and in proper working order. When welding, bottles are to be tied to a pillar or secured in some other way.
6. To maintain safety when working around other workers:
    a) Inform them of the pending work.
    b) If working over an area that is well travelled, mark area with caution tape.
    c) When welding, tarps to be erected.
7. When grinding, check for “kick-back” direction, i.e.: vertical grinding “kick-back” could be one’s face or body area. Using the grinder with your left hand could protect vital body parts from damage.
8. When creating sparks, angle the tool or your body so that generated sparks are not directly striking the body.
9. Work from the farthest point towards you to avoid burning yourself on newly completed area.
10. When welding, turn off the bottles when taking a longer break or finished.
11. Fire-watch:
    - Soldering fire watch - 1 hour after completion of job.
    - Welding fire watch - 2 hours after completion of job.
    - Both of these are dependent on structure: wood frame versus concrete and steel.

Creation, Approval and Revision Record

Created By:	Michael Coyne & Workers	**Date:**	2015
Approved By:	JOHS Committee	**Date:**	2015
Revised By:	Catherine Gallant	**Date:**	September 7, 2016
Revised By:	Amanda Lambert	**Date:**	January 24, 2025

Safe Job Procedure – Installation of Anchors for PT

General Safety Requirements and Instructions

Installation of DeWalt Mini-undercut anchors to be used with precast hollow-core plank and post-tensioned concrete slabs.

Step-by-Step:

1. Check that you have the correct equipment / check your environment.
2. Choosing the correct drill is **crucial**
    - Drill must be rated for a minimum of 2.2 joules or 1.8lbs
    - i.e.: Hilti TE-6 (the Hilti TE-4 will not suffice)
3. PPE must be used: glasses, hearing protection, gloves, respirator
4. Select the proper drill setting and bit.
5. Ensure your drill angle is straight.
6. Using the required stop drill bit, drill a hole to the required depth using the shoulder of the drill bit as a guide.
7. Remove dust and debris from the hole.
8. Attach the required SDS setting tool to the hammer-drill. Mount the open end of the anchor onto the setting tool. Drive the anchor into the hole until the shoulder of the anchor is flush with the base material and the internal sleeve of the anchor is sticking out past the external sleeve – refer to the attached picture. Allow the drill to vibrate when hammering (Don't force.)
9. Visually inspect the insert. The inner casing will stick out past the outer casing when 100% set. (You can see the outer rim of the internal casing)
10. Ensure rod end is clean.
11. Insert 3/8" rod and hand tighten until snug (minimum 4 full rotations) – do not exceed 5 ft-lbs torque (which is roughly a snug hand tightening).

**Do not side load the hangers when pushing pipe through the hanger after installation

Creation, Approval and Revision Record

Created By:	Amanda Lambert & Crew	**Date:**	May 6, 2019
Approved By:	Safety Committee	**Date:**	March 2, 2020
Revised By:		**Date:**	

Safe Job Procedure – Installation of Gas

General Safety Requirements and Instructions

Step-by-Step:

1. Gas lines shall be installed in such a manner as to conform to the strict requirements of the Code book.
2. Basic PPE is required during installation. (Hard Hat, Eye Glasses, High Viz Vest, Steel Toe Boots, Gloves when required)
3. When the lines are finished being installed, then testing of the lines will commence.
4. Prior to testing, all joints must be checked.
5. When satisfied the lines are safe, proceed with pressurizing.
6. Fill lines with air, pausing to check stability every 10lbs until lines are pressurized by air at 50lbs.
7. Hold pressure for fifteen minutes.
   NOTE: Due to their sensitive nature, sensors and electronic equipment are tested differently with air pressure. In low pressure at around two or three pounds, a water and soap mixture is sprayed on the joints to look for bubbles.
8. Once the lines have been tested successfully (pressure has held steady or there are no bubbles seen), and lines can be confirmed safe by a supervisor or competent person, then they shall be allowed to be “energized”.
9. There is a shut-off valve in each office or lab for the gas; all personnel should be made aware of the location of the shut-off valve.
10. Once lines are energized it is important to inform all persons working near the lines they are “live” and an additional hazard to consider.

Creation, Approval and Revision Record

Created By:	Michael Coyne & Workers	**Date:**	2015
Approved By:	JOHS Committee	**Date:**	2015
Revised By:	Catherine Gallant	**Date:**	September 7, 2016

Safe Job Procedure – Lifting with a Chain Fall

General Safety Requirements and Instructions

Step-by-Step:

1. The following PPE must be worn when lifting with a chain fall: Hard hat, CSA-approved boots, safety glasses, hi-vis vest, gloves, and ear plugs if needed.
2. Bolt unit to the frame it will be installed on.
3. Perform an equipment check on the following: chain fall, rigging, anchor or pull mechanism, eye bolt, P1001 unistrut
4. Ask Questions:
    a. Are the tools/equipment right for the task and do they have the right capacity?
    b. Is equipment in good working condition?
    c. What is the center of gravity on the item being lifted?
    d. Will the chain fall get the unit high enough to place?
5. Check for hazards in the environment; Is there adequate lighting? Is the work a hazard to others?
6. Create a Control Zone and be aware at NO time, does anyone stand or walk under the load.
7. Do a pre-lift meeting. Discuss C.O.G. and how the load will possibly react.
8. Plan certain points in the lift at which you can pause to reassess whether the task is going safely.
9. Agree on an acceptable set of hand/voice signals between workers performing the task.
10. Agree on equal pulls on the chain fall if using two.
11. Re-Check the equipment capacity to make sure the working load limits of all rigging and equipment (slings, hooks, chain fall, unistrut etc.) are not exceeded.
12. Check for complications such as wind or other weather factors; check for workers grinding or sweeping, creating a visual distraction.
13. At the beginning and throughout the lift, make sure there are no pinch points that may catch anyone nearby.
14. Use a load line to control the lift if the lift is higher than 6 feet.

Rigging the unit

1. When using pick points as per manufacturer's requirement/ shop drawings: Using 4 rigging chains attached to the frame in the 4 corners lift the load one foot off the ground to test stability of the load. Push the load around does it move or shift to one particular side? If no proceed with the lift.

Or

1. When using rigging straps: Check rigging straps are set wide on the unit and flat. Lift the load one foot off the ground to test stability of the load. Push the load around does it move or shift to one particular side? If no proceed with the lift.
2. Once the load is in place a worker (wearing fall protection if above 6') will check the frame is bolted at each corner and supported completely before lowering unit and releasing the weight from the chain fall.

Creation, Approval and Revision Record

Created By:	Michael Coyne & Workers	**Date:**	2015
Approved By:	JOHS Committee	**Date:**	2015
Revised By:	Catherine Gallant	**Date:**	September 7, 2016
Revised By:	Michael Coyne & Workers	**Date:**	February 1, 2018
Revised by:	Amanda Lambert & Workers	**Date:**	March 9, 2020

Safe Work Procedure – Equipment Lockout and Tagout (LOTO)

General Safety Requirements and Instructions

Mechanical
Division 15 Mechanical jobs may include lockout/tagout (control of hazardous energy). The lockout/tagout program covers any work, servicing, or maintenance of/on machines and equipment in which the unexpected start up or energization of the machine or equipment, or the release of stored energy, could cause injury or death. Examples of such energy include electrical, air pressure, hydraulic pressure, water pressure or thermal/steam pressure. If an energy control switch/valve can be locked out, then lockout procedures must be used. Otherwise, a tagout system must be used.

Electrical
Division 15 Mechanical does not do electrical work (subcontractors are hired for this work), however, if an electrician is not on site, a Division 15 employee may need to lock out a machine.

Any time a machine has to be serviced, all power to the machine must be locked out and then tagged with the person's name and phone number, and a lock will be placed on the tag* so that when the technician arrives to service the machine, the worker who tagged the machine will need to be contacted to remove the lock. All workers involved in the maintenance activity must place their own lock and tag on each energy control point.

Preparation for Lockout
Site Supervisors/Foremen or Employees authorized to perform lockout shall be certain as to which switch, valve, or other energy isolating devices apply to the equipment being locked out. More than one energy source (electrical, mechanical, or others) may be involved. Any questionable identification of sources shall be cleared by the employees with their supervisors. Before lockout commences, job authorization should be obtained.

Lockout Procedure
1. Notify all affected employees that a lockout is required and the reason therefor.
2. If the equipment is operating, shut it down by the normal stopping procedure (such as: depress stop button, open toggle switch).
3. Operate the switch, valve, or other energy isolating devices so that the energy source(s) (electrical, mechanical, hydraulic, other) is disconnected or isolated from the equipment.
4. Lockout energy isolating devices with an assigned individual lock.
5. Stored energy, such as that in capacitors, springs, elevated machine members, rotating fly wheels, hydraulic systems, and air, gas, steam or water pressure, must also be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down.
6. After ensuring that no personnel are exposed, a state of zero energy must be verified after a lockout device is installed. Operate the "on" push button or other normal operating controls to make certain the equipment will not operate. CAUTION: Return operating controls to neutral position after the test.
7. The equipment is now locked out.

Procedure for Removal of the Tag and Lock
1. When the service is complete, make sure all tools, rags, and any other items have been removed so as to not interfere with the machine start-up.
2. Only after this check can you remove the tag and lock.
3. Contact each worker with a tag and lock on the machine and have them come to remove the lock and tag and attend the start-up of the machine.
4. Never take another person's lock off a machine.
5. All locks/tags must be removed prior to start-up.
6. When starting the machine up, have all workers on site notified of the start-up.

7. In the event that the shift is changing, and locks must be removed by the earlier shift workers, the later shift workers will place their locks on the machine prior to the early shift workers removing theirs.

Procedure Involving More Than One Person
In the preceding steps, if more than one individual is required to lock out equipment, each shall place his/her own personal lock on the energy isolating device(s). One designated individual of a work crew or a supervisor, with the knowledge of the crew, may lock out equipment for the whole crew. In such cases, it may be the responsibility of the individual to carry out all steps of the lockout procedure and inform the crew when it is safe to work on the equipment. Additionally, the designated individual shall not remove a crew lock until it has been verified that all individuals are clear.

Procedure for Removal of a Lock in the Worker's Absence:
A lock should never be removed by anyone except its owner. On the rare occasion that a worker with a lock on a machine cannot attend and the machine must be started up, their lock can be removed in their absence with the following conditions:

- a person who is no longer with the company
- a person who is off work ill or injured, or on vacation or another similar situation

The **SUPERVISOR ONLY**, can have the lock cut off, after

a. trying to reach the owner of the lock unsuccessfully
b. consulting with anyone else that has or has had a lock on the machine
c. determined that starting up the machine will not pose a hazard to anyone.

*Tags and locks available from the safety team

WARNING

At no time does any work take place on a machine of any kind that is energized. If this rule is broken, there will be severe consequences. Disabling a safety device is an offence that will result in disciplinary action, up to and including termination for major, multiple, or willfully negligent offences.

Creation, Approval and Revision Record			
Created By:	Amanda Lambert & Workers	**Date:**	December 12, 2018
Approved By:	JOHS Committee	**Date:**	December 12, 2018
Revised By:		**Date:**	

Safe Job Procedure – Hard to Access Areas

General Safety Requirements and Instructions

Purpose
To safely access areas at height that require exiting a scissor lift or working high or exiting a ladder due to ceilings, ducting, pipes, or other items that have been installed.

Equipment
Scissor Lift
A-Frame / Extension Ladder

PPE
Fall Protection Equipment

Job Steps
1. Review the area and contact your supervisor to discuss procedure and review anchor points.
   A. Structural anchor points is the best anchor (Beams / columns), as a 5000 lbs anchor point is required for fall arrest.
      Example of Set up:
      - Beamer or choker to I-beam ➔ Rope ➔ Rope grab ➔ Lanyard ➔ Harness, ***or***
      - Beamer or choker to I-beam ➔ Lanyard ➔ Harness

   B. When a structural anchor point is not available and you are working above piping or other areas, review the hangers and items that will be bearing weight
      - What is the anchor's weight rating? Some areas will not hold you!
      - When possible, use plywood to disburse your weight.
2. Remove any extra clothing that may get caught when on top or rising through areas. (i.e. high viz vest)

Access by Ladder
1. Use the correct ladder (i.e. extension / A-Frame / Step) is used.
2. Use the correct Fall Protection. (Beamer with direct connection / Dog Leash / Fall Protection strap)
3. Secure your ladder top and bottom when possible or engage coworkers to assist when transfering off and on the ladder to ensure it is steady and solid.

Access by Scissor Lift
1. When possible, remain in the scissor lift. If a ladder is needed refer to the SWP for using a ladder in a scissor lift.
2. If exiting the scissor lift is required, inspect and check the correct Fall Protection is used. (Beamer with direct connection / Dog Leash / Fall Protection strap)
3. Review and sign the GC's procedure for exiting out of a scissor lift if applicable.

Rescue Considerations
1. Coordinate that there is another worker within reach by voice or phone.
2. Coordinate that the workers are checked on during their task at appropriate intervals.
3. If you fall, can a ladder be placed under you? A scissor lift?
   - Ladder rescue – place ladder under worker so he may gain footing and climb to safety
   - Scissor Lift – Raise scissor lift under worker and lower worker to safety

Creation, Approval and Revision Record

Created By:	Amanda Lambert & Workers	**Date:**	January 2020
Approved By:	JOHS Committee	**Date:**	March 2, 2020
Revised By:		**Date:**	

Safe Job Procedure – Joining Pipe for Welding

General Safety Requirements and Instructions

Hazards: Crush Injuries

Step-by-Step:

1. Have clear communication methods between all parties.
2. Know the dimension and weight of the pipe.
3. Know the load capacity of: Slings, Zoom Boom, Excavator, Scissor Lift
4. PPE – Helmet, High Viz Vest, Steel Toe Boots, Safety Glasses, Ear Protection when necessary
5. Prepare and inspect equipment needed:
    - Tape Measure – if center of gravity marks not clear
    - Tag Lines for each end
    - Rigging Straps
    - Pads for rigging straps in case of sharp edges
6. Set up control zone with delineators when required.
7. Create a safe access between the vehicle and pipe storage.
8. Double check the load capacity of the equipment being used.
9. Check the ground conditions (flat, even surface? Sloped? Are chocks needed?)
10. Choose a clear flight path (parked equipment, lines above, other hazards)
11. Place chocks prior to accessing pipe for rigging.
12. Measure (if needed) and attach sling to pipe at the center of gravity point.
13. Attach the sling to the excavator, padding the sling when needed.
14. Once rigger is out of the way, the excavator can slowly start to lift the pipe (if at any time the load or pipe pile seems unstable, stop lifting immediately. Only continue once safe lifting conditions are confirmed by a competent person.)
15. Once the load is stable, the excavator can move to the laydown spot with walker(s) controlling any swing of the pipe via the taglines.
16. Keeping their hands clear of any potential pinch points, a person on the tagline can approach the pipe once it is almost down to assist in placing it in the collar or welding spot.

Creation, Approval and Revision Record

Created By:	Safety Department & Workers	**Date:**	January 2020
Approved By:	Safety Committee	**Date:**	March 2, 2020
Revised By:		**Date:**	

Safe Job Procedure – Mobile Equipment Operation

General Safety Requirements and Instructions

Step-by-Step:

1. Operators of mobile equipment must:
    a. be trained, certified, and/or licensed, as required;
    b. comply with all laws and regulations regarding the operation of the equipment; and
    c. be familiar with WorkSafe BC's regulations with regards to working in proximity of overhead power lines.
2. A Field Level Hazard and Risk Assessment shall be completed.
3. A spotter who was involved in the FLHRA process must be assigned.
4. Operators must inspect their equipment before initial daily operation and log the inspection using the pre-use checklist, and inspect again throughout the day as required. All defects, deficiencies, and/or unsafe conditions must be reported to the site Foreperson or the Safety Manager or other authorized person. All defects, deficiencies and/or unsafe conditions must be corrected before equipment is put into use.
5. Where vision is obstructed, operators must not move the equipment until suitable precautions have been taken to protect themselves and any other person and property from possible injury or damage.
6. Hazards created by swinging loads or counterweights on a moving cab must be identified by the operator. Operator must check prior to beginning task and other workers cannot enter area without eye contact with the operator or operator's spotter.
7. Once all these conditions have been met, the operator can begin operation. A seatbelt must be worn in all vehicles and equipment where they are provided, while it is in motion. The operator is the only person allowed to ride the equipment, except where extra seatbelts and other facilities have been provided.
8. Effective means of load restraint must be provided to protect the crew of a vehicle transporting a load which might otherwise shift.
9. When materials and equipment are being transported, they must be loaded and secured to prevent any movement of the load, which could create a hazard to workers.
10. Before exiting vehicles or equipment, they must be turned off. No vehicle or equipment is to be left running while unattended.

Creation, Approval and Revision Record

Created By:	Michael Coyne & Workers	**Date:**	April 2017
Approved By:	JOHS Committee	**Date:**	May 9, 2017
Revised By:		**Date:**	

Safe Job Procedure – Pipe Movement with a Scissor Lift

General Safety Requirements and Instructions

Step-by-Step:

This SJP is designed for when workers are carrying with them pipe or material longer than the scissor lifts platform that could potentially roll or fall on those below them.

1. Complete your pre-use inspection of the scissor lift
2. Double check the capacity of the scissor lift (# workers plus tools/materials).
3. Ensure the total weight of the pipe, tools and workers does not exceed the capacity of the scissor lift.
4. Ensure there is enough space to handle the combined size of the scissor lift and extra material without creating additional hazards ie: pinch-points, hitting surroundings, or wedging.
5. Set up a control zone and signage to warn / guard from falling pipe or tools.
6. Have enough workers available to ensure that pipe cannot not roll or fall when being placed.
7. Workers should stand on the same side of the pipe nearest the onboard control box.
8. Place a pipe wrench at each end of the scissor lift on the far side of the pipe to keep the pipe from rolling off.
9. Secure pipe at either end to anchor points to prevent the pipe from sliding.
10. Only travel in the lowest position possible when carrying pipe whenever possible.
11. Before elevating or moving, double check all wrenches to ensure they are tight against the pipe.
12. When the desired elevation is reached, prior to unstrapping the pipe, check the pipes did not shift during transport and could roll.
13. Remove the strap with caution, watching for any shifting movement from the pipe(s).
14. Select the pipe to install and re-applied the strap so any remaining pipe does not shift while working.
15. Once all pipe installation is complete, remove all support wrenches and ties from the scissor lift to ensure they do not create a pinch point or catch when moving through the work site.

Creation, Approval and Revision Record

Created By:	Amanda L., James P. and Field crew	**Date:**	2022.06.01
Approved By:	JOHS Committee	**Date:**	2022.06.14
Revised By:		**Date:**	

Safe Job Procedure – Placing Pipe in a Trench

General Safety Requirements and Instructions

Step-by-Step:

Hazards: Crush Injuries

General

1. Coordinate movement with Excavator crew.
2. Work within times allotted for excavator.
3. Hold a pre-lift meeting so all parties know the lift plan. (If at any time if there is a change to the lift plan, communicate all changes to ALL parties ASAP.)
4. Check all parties have clear communication methods and sight lines.
5. Know the dimension and weights of pipes to calculate load weight (regular vs Logstor)
6. Know the load capacity of: Slings, Zoom Boom, Excavator, Trailer
7. PPE – Helmet, High Viz Vest, Steel Toe Boots, Safety Glasses, Ear Protection when necessary
8. Prepare and inspect equipment needed:
    - Ladder to access the truck bed/storage area
    - Tape Measure – Center pipe measuring
    - Tag Lines for each end
    - Rigging Straps
    - Pads for rigging straps in case of sharp edges
    - Sufficient wedges / chalks
    - Sufficient dunnage when required
9. Set up control zone with delineators around the vehicle when required.
10. Create safe access for vehicle to and from storage area.
11. Double check the load capacity of the equipment being used.
12. Check the ground conditions (flat, even surface? Sloped? Are chocks needed?)
13. Create a clear loading / unloading area (parked cars, line above, other pipes)

Pipe Movement

1. If reversing risks can't be controlled use a spotter (pedestrians, other workers)
2. If using a spotter, coordinate hand signals and ensure spotter is always visible by driver. If not, driver must stop.
3. Place chocks prior to accessing pipe for rigging.
4. Measure and attach sling to pipe at the center of gravity point. Attach the rigging straps to the excavator.
5. Check the access ladder and persons are clear of the pipe roll zone. (Both sides of the storage pile)
6. Once rigger is out of the way, the excavator can slowly start to lift the pipe. (If at any time the load or pipe pile seems unstable, stop lifting immediately. Only continue once safe lifting conditions are confirmed by a competent person.)
7. Once the load is stable the Excavator can move to the trench with walkers controlling any swing of the pipe via the taglines.
8. Being aware of any potential pinch points, a person on the tag line can approach the pipe once it is almost down on the pipeline cones to assist in placing it tight or straight to other pipes.
9. The pipe ends should rest close together.
10. Once the tension is off the rigging strap it can be detached from the excavator and then the pipe.

Creation, Approval and Revision Record

Created By:	Amanda Lambert & Workers	**Date:**	January 2020
Approved By:	Safety Committee	**Date:**	March 2, 2020
Revised By:		**Date:**	

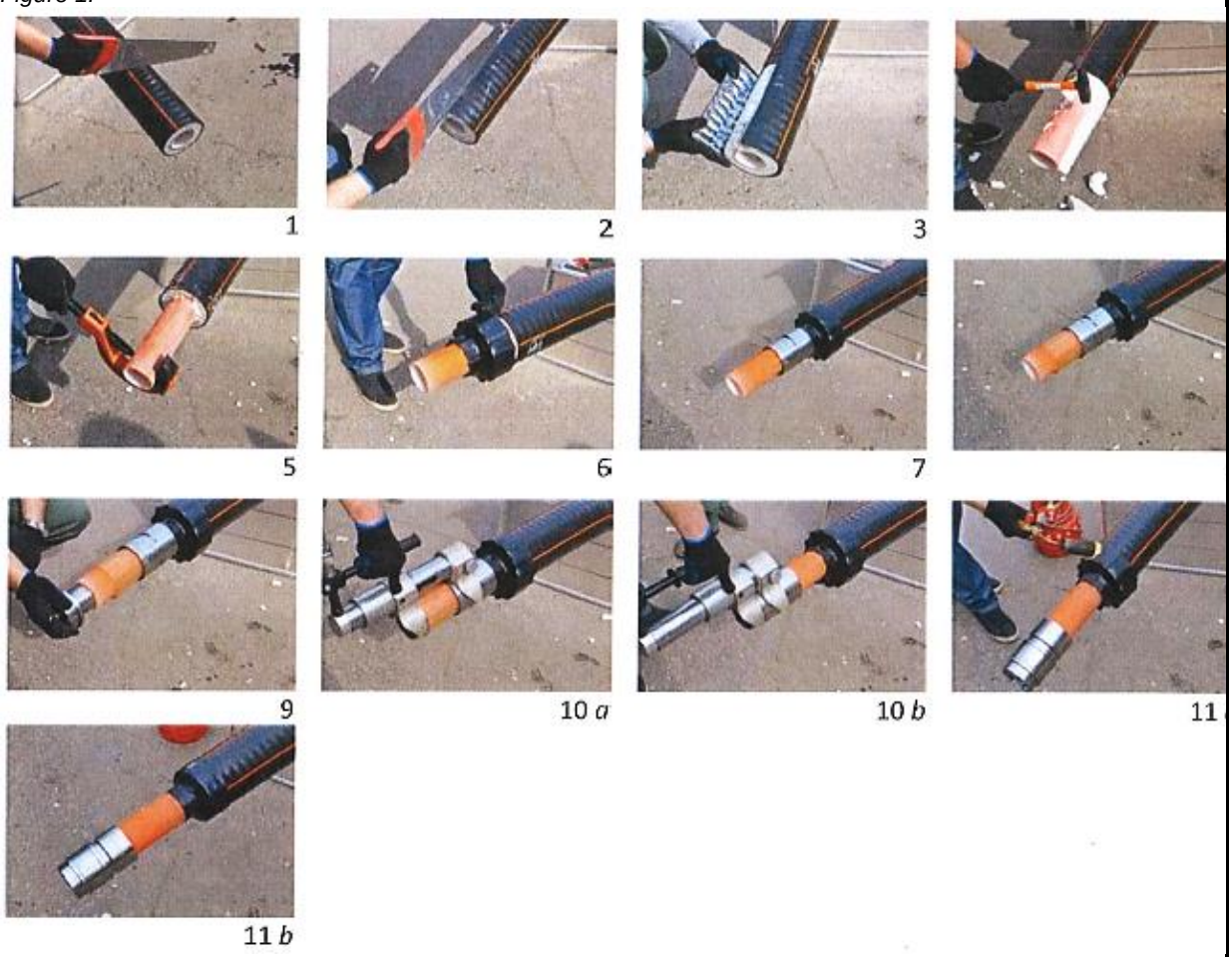
Safe Job Procedure – Press Fitting with Polymer Sleeve Installation

General Safety Requirements and Instructions

Step-by-Step:

Don the appropriate PPE (gloves, Safety Glasses) and follow the below steps, which correspond to figure 1 below.

Figure 1.



1. Cut the pipe jacket around the pipe with a saw of knife to a depth of 10-15mm at a distance of 300-400mm from the end of the pipe.
2. Cut the pipe jacket from the end of the pipe until the cross cut made in step 1.
3. Remove the pipe jacket from the end of the pipe.
4. Remove the insulation foam from the end of the pipe.
5. Cut the core pipe perpendicular to the pipe axis at a distance of 250-350mm from the end of the insulation with the pipe cutter.
6. Put the heat-shrink end cap on the pipe.
7. Put the external steel sleeve (1st part of press-fitting) on the core pipe.
8. Put the polymer sleeve with the thin end towards the external steel sleeve and with the thick end towards the end of the pipe.
9. Insert the internal steel sleeve (2nd part of press-fitting) into the core pipe.

10. Set the press tool on the steel sleeves and press the fitting until the steel sleeves touch each other
11. Shrink the end cap; start heating over the casing pipe first and then over the core pipe.

Note: Hydraulic tests have to be performed after installation.

Creation, Approval and Revision Record			
Created By:	Michael Coyne & Workers	**Date:**	2015
Approved By:	JOHS Committee	**Date:**	2015
Revised By:	Catherine Gallant	**Date:**	September 7, 2016

Safe Job Procedure – Pressure Testing a Mechanical Skid

General Safety Requirements and Instructions

Step-by-Step:

Note: Prior to starting the test, any visitors to the site must be orientated on emergency procedures, location of First Aid, what to do if alarm goes off, site-specific safety requirements, COVID-19 procedures, etc.

COVID-19 Special Modifications: Physical Distancing of 6' must be maintained between the Engineer, the tester, and any others involved.

1. Perform pre-task meeting and complete FLHRA prior to starting task
2. During FLHRA, assess any potential hazards to the public
3. Use appropriate PPE: Helmet, High Viz Vest, Steel Toe Boots, Safety Glasses, and Ear Protection when necessary
4. If possible, move the skid into the shade of a building or structure so that it is not in direct sunlight, which could heat the liquid inside.
5. Erect a control zone using danger tape
6. Raise the pressure to City Pressure (100) then raise in increments of 50 to testing pressure of 220.
7. The engineer observing the test is to stand outside the control zone and coordinate with the supervisor doing the test prior to approaching the gauge for photographs of test results.

Creation, Approval and Revision Record

Created By:	Michael Coyne & Workers	**Date:**	January 07, 2020
Approved By:	JOHS Committee	**Date:**	January 11, 2020
Revised By:		**Date:**	

Safe Job Procedure – Pressurizing Lines with Water/Air

General Safety Requirements and Instructions

Step-by-Step:

1. If the system being tested is PVC pipe, check that all joints have had enough time to cure prior to pressurizing.
2. Communicate and coordinate work with General Contractor and subcontractors. All parties must be aware of when pressurizing is going to be done and which areas of the work site will be affected.
3. Inform all workers in the immediate area that the tests are being done. Post signage and/or create a Control Zone.
4. Make sure all involved workers have the proper Personal Protective Equipment, such as eye protection (high pressure leaks can cause serious eye injuries) and hearing protection if by air.
5. Re-check all bolts and seals; confirm visually all joints are soldered and joints are cured, as required. Confirm that all the valves are orientated as required by the nature of the test and all cords have grounds and are in good condition. (see table A for cure times)
6. Check power and water or air supply needed for the tests; ensure you are familiar with the shut off procedure before it is needed.
7. A worker must remain at the point of entry of the test medium with the pump or compressor to monitor that over pressurization does not occur. Under no circumstances shall this worker leave the point of entry while pressurization is in process.
8. When doing groundwork, prior to sealing pipe ends, release all air from the pipe. (Air bleed valve or filling with water before sealing the second end)
9. Place the water gauge or air gauge in such a way that it may be read without standing in front of a potential blow-out point; never stand directly in the line of fire of a blowout point. If possible, use an extension for the gauge and stand off to the side.
10. Start to pressurize with ambient temperature water or air bringing up to supply level, checking for leaks and problems around sensitive equipment (electrical panels). With air or water be careful not to overcharge the system and blow caps off the pipes. If leaks are identified the system shall be depressurized and repairs made to correct the deficiency prior to proceeding.

WATER

1. Water is increased at 20psi increasements and continues to be raised to a pressure up to 200 psi (or design pressure test specifications) in steps, while continuing to monitor for no leaks or problems with system.
2. If pressure testing Ground Pipes water is increased at 20psi increments up to 1.5 times the pressure the pipe will normally be exposed to.

AIR

1. Air is increased at 10psi increments and it is continued up to 60psi max (or design pressure test specifications) while continuing to monitor for no air leaks or whistling.
2. Take time to visually make sure system is fine and no problems are happening, i.e. puddles with cord connections immersed or air leaks creating hazards or whistles along the way.
3. After inspection slowly release pressure.
4. If under any circumstances you have a leak and water is contacting a live electrical source, DO NOT try to correct anything until you have an electrician disconnect power source.

STATIC – Water weight

1. When testing a storm drain, schedule test for when no rain expected during the test.
2. Visually inspect line to ensure all pipes are connected.
3. Insert test plug.
4. Fill pipe system with water.
5. Check the line for leaks for the first 10 minutes and then again 30 minutes and 1 hour later.
6. When test complete, walk the line one last time prior to removing test plug.

Table A

AVERAGE JOINT CURE SCHEDULE FOR SCHLUYTER PVC/PVC SOLVENT CEMENTS								
Pipe Sizes	1/2"-1 1/4"		1 1/2"-2"		2 1/2"-8"		10-15"	15"+
Temperature range during assembly and cure periods	up to 160 PSI	160 - 370 PSI	up to 160 PSI	160 - 315 PSI	up to 160 PSI	160 - 315 PSI	up to 100 PSI	up to 100 PSI
15° to 40° C	15 min	6 hrs	30 min	12 hrs	1.5 hrs	24 hrs	48 hrs	72 hrs
5° to 15° C	20 min	12 hrs	45 min	24 hrs	4 hrs	48 hrs	96 hrs	6 days
-16° to 5° C	30 min	48 hrs	1 hr	96 hrs	72 hrs	8 days	8 days	14 days

*In damp or humid weather allow 50% more cure time; extended cure times are required for chemical applications.

**Important -Joint cure schedule is the necessary time needed before pressurizing system.

Creation, Approval and Revision Record

Created By:	Michael Coyne & Workers	**Date:**	2015
Approved By:	JOHS Committee	**Date:**	2015
Revised By:	Catherine Gallant	**Date:**	September 7, 2016
Revised By:	Michael Coyne/Amanda Lambert	**Date:**	November 20, 2018
Revised By:	Safety Department & Workers	**Date:**	July 11, 2019
Revised By:	Michael Coyne/Amanda Lambert	**Date:**	March 2, 2020
Revised By:	Safety Department & Workers	**Date:**	April 30, 2022

Safe Job Procedure – Safety Release Valve Testing

General Safety Requirements and Instructions

Purpose
To safely execute testing of the boiler's automatic steam release safety valves that operate in the event of excessive pressure build up.

Equipment
5' or greater rope
Red Tape

PPE
Ear Plugs

Step-by-Step:

1. Review the area and Check no loose items that may be affected by the energy release are present.
2. Check all exhaust fans are opperational for maximum ventilation.
3. Create a control zone that ensures no workers are in the power plant or may access the plant during the 2 minute test and potential visibility reduction from the steam venting.
4. Hold a toolbox that communicates the procedure to all workers in the room and what to expect. i.e. temperature, sound, energy (steam) release

Try-Lever Test

1. Attach the rope to the lever to be tested first at the 115 PSI mark.
2. Check all non-neccesary workers are out of the power plant. The only person in the control zone is the person operating the rope attached to the Valve.
3. Perform a countdown from 5, warning that test is to proceed
4. Open the lever by pulling the rope and hold for 3 seconds before releasing the tension on the rope and allowing the lever to close.
5. Monitor that the boiler vent closes and the venting stops.
    - If venting does not stop, turn the boiler to off on the boiler control panel
    - If the boiler does not shut down, hit the red emergency shut down button

Pop Test

1. Check the power plant is clear of non-essential workers during the test.
2. Have a rope attached to the override release lever and manned in the case of test failure.
    - If the valve does not open and pressure reaches 155 PSI, open the manual relase valve by pulling the rope.
3. Warn all workers of the start of the automated test.
4. When possible, count down the pressure as it climbs so workers are aware of potential release happening.
5. After the boiler vent pops, the boiler vent automatically closes when pressure is normal again.
    - If venting does not stop, turn the boiler to off on the boiler control panel
    - If the boiler does not shut down, hit the red emergency shut down button

Creation, Approval and Revision Record

Created By:	Amanda Lambert & Workers	**Date:**	January 2020
Approved By:	Safety Committee	**Date:**	March 2, 2020
Revised By:		**Date:**	

Safe Job Procedure – Scaffold Use

General Safety Requirements and Instructions

Step-by-Step:

1. Scaffold erection must be done by a competent worker, according to manufacturer's directions.
2. A Field Level Hazard and Risk Assessment shall be completed.
3. Use the Scaffold Inspection Checklist to: **(Complete this checklist daily)**
    a. Confirm all parts are in place, in good condition, and secure.
    b. Make sure scaffold footing is straight, square, and plumb in all directions, and make sure base plates and screws are firmly supported on all legs.
    c. Refer to checklist for the order of assembly
    d. Confirm height/ reach/ clearance limits have not been exceeded
    e. Remember when assembling that if the height is 3x the base width, you have to have either outriggers, or pin the unit to the building.
    f. Set out a Control Zone or toe boards.
4. Are all items on the Scaffold Inspection Checklist are checked "yes"? If there are any items checked "no", correct the deficiencies prior to using the scaffold.
5. Have all workers involved sign at the bottom of the Scaffold Inspection Checklist (daily).

Creation, Approval and Revision Record

Created By:	Michael Coyne & Workers	**Date:**	April 2017
Approved By:	JOHS Committee	**Date:**	May 9, 2017
Revised By:		**Date:**	

Safe Job Procedure – Shrink Wrapping

General Safety Requirements and Instructions

Step-by-Step:

1. The necessary PPE must be worn: glasses, gloves, hard hat, steel-toe boots, hi-vis clothing, and earplugs when necessary. Check that there is no loose clothing, long hair or jewelry that can become a hazard.
2. Double check the joint has been x-rayed and passed x-ray.
3. Inspect torch and equipment to ensure connections are tight and equipment in good working order.
4. Depending on the weather conditions, set up a shelter (tarp, tent or combination).
5. Clean and dry the joint 2 meters on either side.
6. Cut and install the foam to fit.
7. Connect and solder the wires together.
8. Test the joint with the megger tester to ensure continuity and ensure everything is dry around the joint.
9. If the test is good, activate the jacket by roughing it up with sand cloth or emery board.
10. Heat the jacket with the torch.
11. Apply mastic to the jacket.
12. Shrink the mechanical protection with a tiger torch (waterproof membrane).
13. Initial the joint and transfer the weld number and test information to the finished joint.

Creation, Approval and Revision Record

Created By:	Amanda Lambert & Workers	**Date:**	January 2020
Approved By:	Safety Committee	**Date:**	March 2, 2020
Revised By:		**Date:**	

Safe Job Procedure – Threading Machine

General Safety Requirements and Instructions

Step-by-Step:

1. The necessary PPE must be worn: glasses, gloves, hard hat, steel-toe boots, earplugs, dust mask and hi-vis clothing, when necessary. Check that there is no loose clothing, long hair or jewelry that can become a hazard. Check the SDS for machine lubricant to determine what PPE is required for lubricating the Threading machine.
2. Check equipment to be used:
    a. Cords – Are all electrical cords in good working order and do they fit the needed length and gauge?
3. Check the threading machine:
    a. Oiler - clean out debris from last use
    b. Bolts - are they are in good working order
    c. Rotation of the threading machine – is it correct?
    d. Foot pedal – is it clear and in good working order?
    e. Clean excess oil off machine every day
    f. Drap plastic under the machine and cover with plywood (eliminates slip hazard and catches oil)
    g. Check dies for proper size and condition
    h. Use grease when required
    i. Perform regular maintenance
    j. When repairing, only use “300” parts (do not substitute generic parts)
    k. When repairing or doing maintenance, unplug the machine!
4. Check that work area is free of trip and fall hazards
5. Ensure the right pipe and pipe stand are ready for work
6. Create the proper control zone around your work area
7. Ream out pipe before threading
8. Use adequate oil during the process
9. Use caution when operating this machine to assemble fittings on the pipe.
10. Only use an 18” pipe wrench and put electrical tape on handle to indicate crush/pinch point.

Creation, Approval and Revision Record

Created By:	Michael Coyne & Workers	**Date:**	2015
Approved By:	JOHS Committee	**Date:**	2015
Revised By:	Catherine Gallant	**Date:**	September 7, 2016

Safe Job Procedure – Transport of Pipe to Site on a Flat Deck

General Safety Requirements and Instructions

Hazards: Falls from Heights, Crush Injuries

Step-by-Step:

General

1. Coordinate delivery with GC and any other applicable parties
2. Work within times allotted for delivery, at each section, leaving a cushion before the end of the time slot assigned.
3. Hold a pre-lift meeting so all parties know the lift plan. (If at any time if there is a change to the lift plan, communicate changes to ALL parties ASAP.)
4. Chcek all parties have clear communication methods and sight lines.
5. Know the dimension and weights of the pipes to calculate load weight (regular vs Logstor)
6. Know the load capacity of: Slings, Zoom Boom, Excavator, Trailer
7. PPE – Helmet, High Viz Vest, Steel Toe Boots, Safety Glasses, Ear Protection when necessary
8. Prepare and inspect equipment needed:
    - Ladder to access the truck bed
    - Tape Measure – Center pipe measuring
    - Tag Lines for each end
    - Rigging Straps
    - Pads for rigging straps in case of sharp edges
    - Sufficient wedges / chocks
    - Sufficient dunnage and chocks when required
9. Set up control zone with delineators around the vehicle when required.
10. Create safe access to vehicle and trailer.
11. Double check the load capacity of the equipment being used.
12. Check the ground conditions (flat, even surface? Sloped? Are chocks needed?)
13. Create a clear loading / unloading area (parked cars, line above, other pipes)

Loading

1. Load the trailer at minimum the day prior to transport.
2. Place chocks prior to accessing pipe for rigging.
3. Measure and attach sling to pipe at the center of gravity point.
4. Mark either side of the sling for visual marker the next day.
5. Attach the sling to the zoom boom.
6. Once rigger is out of the way, the zoom boom can slowly start to lift the pipe. (If at any time the load or pipe pile seems unstable, stop lifting. Only continue once lifting conditions are deemed safe by a competent person.)
7. Once the load is stable the Zoom Boom can move to the flat deck with walkers controlling any swing of the pipe via the taglines.
8. Being aware of any potential pinch points, a person on the tag line can approach the pipe once it is almost down on the dunnage to assist in placing it tight or straight to other pipes.
9. The pipes should rest close together
10. When required, chocks / wedges shall be placed prior to removing the rigging straps to prevent the pipe from rolling.
11. Strap down the pipe to the trailer.

Transport

1. Prior to transport leaving the yard, ensure a TCP is in place at receiving end
2. Competent haulers will check the load visually for any shifting overnight that may impede transport (did the load shift? Is the trailer square? Are the chocks still set?)

3. Transport the load to the assigned area at the site, adhering to the TCP.

Unloading

1. Check the load visually for any shifting that may impede unloading (did the load shift? Is the trailer square? Are the chocks still set?)
2. If reversing risks can't be controlled, use a spotter (pedestrians, other workers)
3. If using a spotter, coordinate hand signals and ensure spotter is always visible by driver. If not visible, driver must stop.
4. Access the flatbed via a ladder and check rigging straps are still in the correct COG spot using the previous day's marks.
5. Attach the rigging straps to the excavator.
6. Check the access ladder and persons are clear of the pipe roll zone on both sides of the trailer.
7. Once the rigger is clear, the excavator can slowly lift the pipe. (If at any time the load seems unstable, stop unloading. Only continue once unloading conditions are deemed safe by a competent person.)
8. Using a tag line to help with control of swing, the excavator moves the pipe clear of the trailer into the site and onto dunnage.
9. Be aware of any potential pinch points before the persons on the tag lines can approach the pipe once it is almost down and assist in placing it tight to any other pipe or to straighten on the dunnage.
10. The pipes should rest close together
11. A chock / wedge shall be placed prior to removing the rigging straps to prevent the pipe from rolling.

Creation, Approval and Revision Record			
Created By:	Amanda Lambert & Workers	**Date:**	January 2020
Approved By:	Safety Committee	**Date:**	March 2, 2020
Revised By:		**Date:**	

Safe Job Procedure – Unloading Steel Pipe from Shipping Container

General Safety Requirements and Instructions

Hazards: Falls from Heights, Crush Injuries

Step-by-Step:

1. Know the dimensions and weights of the pipes
2. PPE to be worn: Helmet, High Viz Vest, Steel Toe Boots, Safety Glasses, Ear Protection when necessary
3. Prepare and inspect equipment needed:
    - Mobile Working platform, when possible
    - Tape Measure – Center pipe measuring
    - Tag Line
    - Rigging Straps and Pads for straps in case of sharp edges
    - Sufficient dunnage in place
4. Set up control zone if required with safe access around vehicle and to trailer
5. Double check the load capacity of the equipment being used
6. Check the ground conditions (Flat, Even surface? Sloped? Are chocks needed?)
7. Double check you have a clear unloading area (parked cars, line above, other pipes)
8. Check the load visually for any shifting that may impede unloading (did the load shift? Is the trailer square?)
9. If reversing risks can't be controlled, use a spotter (pedestrians, other workers)
10. If using a spotter, coordinate hand signals and ensure spotter is always visible by driver. If not visible, driver must stop.
11. Attach a tag line to be used later and the rigging straps to the pipes via mobile platform or platform ladder if possible
12. Attach the rigging straps to the excavator
13. Remove the platform/ ladder and person from the area
14. For top row pipe:
    Remove the pipe just over ½ its length.
    For lower row pipe:
    Remove the pipe ¾ of its length and lower the end to the ground.
    Note: If at any time the load seems unstable, stop unloading. Only continue once unloading conditions are deemed safe by a competent person.
15. Measure and mark the ½ way point of the pipe (visual marker for zoom boom operator)
16. Rig the ½ way point of the pipes and attach to mobile equipment
17. Once the rigger is clear and the Mobile Equipment has the pipe weight, the rigger can detach the excavator rigging.
18. Excavator moves clear of the Pipe and Mobile Equipment path
19. Using a tag line to help with control of swing, the Mobile Equipment pulls the rest of the pipe clear of the trailer.
20. Once the load is stable the Mobile Equipment can move to the storage area with a walker controlling any swing of the pipe via the tagline
21. Being aware of any potential pinch points, the person on the tag line can approach the pipe once it is almost down to assist in placing it tight to any other pipe or straight on the dunnage.
22. The pipes should rest close together with a wedge placed prior to removing the rigging straps to prevent the pipe from rolling.

Creation, Approval and Revision Record

Created By:	Safety Department & Field Workers	**Date:**	January 2020
Approved By:	Safety Committee	**Date:**	March 2, 2020
Revised By:		**Date:**	

Safe Job Procedure – Using a Contractor Lift

General Safety Requirements and Instructions

Step-By-Step

1. Complete/update your FLHRA before starting your task.
2. If the contractor lift was put away in the storage position, move it to an area with enough space using the roller wheels, and extend the main legs.
    - Make sure the slide locks on the legs are fully engaged before putting it in the upright position.
    - If the winch handles were put in the storage position, put them in the correct position before attempted to lift.
    - Put the stabilizing legs fully down, with the wheels touching the ground.
    - Attach the lifting arms, checking that both plunger pins are engaged.

Storage Position ***Ready Position*** ***Reversed Position***

3. Perform a pre-use inspection on the lift, checking all components such as the forks, fork attachments, brakes on all wheels, winch and cable, the mast(s), and the legs/stabilizers. Structural damage or any kind should be reported, and the lift should not be used until the damage is repaired or components are replaced.
4. Perform a site inspection, checking for things like screws and nails that could affect the wheels, uneven ground or slopes that could potentially destabilize a load, or other workers or pedestrians.
5. Decide if the forks will be used normally, or reversed to add height
    - Check the fork extensions/Unistrut are secured if in use and never use shallow Unistrut
    - When used normally (mimicking a forklift), place the load as far back as possible, preferably against the back of the forks.
    - When reversed, with the forks as high as the top of the mast, make sure the load is secured to the forks, and not capable of rolling to the front or back.
6. Check no workers are within the tip or fall zone of the lift and your load. Use a spotter if necessary.
7. When the load is at the desired height, turn the winch until you hear a click but do not remove your hands. Monitor the position for a moment without applying pressure and see if the height/load drops. Be ready to stop the winch from turning if needed.
8. Complete your task without standing beneath the load or causing a weight shift.

9. Check your surroundings for people or objects in the way before lowering the forks, keeping tension on the cable as it winds up.
10. When moving the lift large distances, the lift should be in the storage position with the legs up against the mast, using the roller wheels underneath the winch to prevent unnecessary damage.
11. When the tasks is completed, the forks should be kept as low as possible with the lift holding no weight or placed in the storage position and put away.

Creation, Approval and Revision Record			
Created By:	Safety Team & Workers	**Date:**	2023.06.23
Approved By:	JOHS Committee	**Date:**	2023.07.11
Revised By:		**Date:**	

Safe Job Procedure – Use of a Ladder in a Scissor Lift

General Safety Requirements and Instructions

This procedure to be used only when access to the ceiling is hampered by existing pipes or structures.

Step-by-Step:

1. A Field Level Hazard and Risk Assessment shall be completed.
2. Worker to be wearing fall protection.
3. A control zone is to be set up around the work area.
4. Tools are to be attached to a lanyard.
5. A Ladder Genie or Step Ladder/Bench is to be set up in the center of the scissor lift.
6. Secure the ladder to the scissor lift rails with rope.
7. Raise scissor lift until under obstruction.
8. If possible, leave ladder handle extended for additional balance. If not possible, fold the ladder handle down.
9. Once elevated, use a beam clamp to tie off above workers head. If a beam is not available and tie off is not possible without setting an anchor, worker will remain tied off to scissor lift only.

Creation, Approval and Revision Record

Created By:	Workers and Safety Department	**Date:**	July 22, 2019
Approved By:	Safety Committee	**Date:**	March 2, 2020
Revised By:		**Date:**	

Safe Job Procedure – Using a Roustabout for Lifting

General Safety Requirements and Instructions

Step-by-Step:

1. Review lift plan and operator's manual before lift.
2. Review communication methods with all parties.
3. Check that information such as: weight specifications, operator safety instructions, unit pre-checks, maintenance, and general usage is known. Site specific conditions must also be addressed at the same time, such as hazards in the area, including noise, visual distractions, uneven or slopped ground or low hanging items like electrical.
4. Inspect materials and equipment being used. Pay special attention to areas of the Roust-a-bout such as the caster, load line, winch, mast, and the breaks on all wheels. Inspect all attachments, rigging material or slings. Corrosion, deformity, broken parts or tears in slings or lifting materials must be reported and dealt with before use.
5. Check surrounding area is clear of debris or openings that could potentially cause the Roust-a-bout to malfunction and harm the user or others in the area. Ensure no powerlines can come into contact with the mast when being raised or moved while raised.
6. Set up a control zone prior to practicing the lift. Remember:
    - Identify problem areas and escape routes for workers should the lift go wrong.
    - If the Roust-a-bout is being moved, the pathway for it must be inspected and cleared beforehand. Look at the ground, to the sides, and above the path for clear movement of the load and Roust-a-bout.
    - Check that, should the load fall or mast tip, all parts of the roust-a-bout and load will remain within the control zone.
7. Lift from the roust-a-bout's center gravity, and center gravity cannot be affected by other sources (i.e. - Pipe shifting or wheels turning).
8. When rigging a pipe, a double hitch is preferred over a single hitch as it has more than 360° in contact with the pipe, which gives more control helping to prevent pipes hitting surrounding objects (when lifting multiple pieces, rigging strap must be in contact with all individual pieces, or the group must be banded).
9. When not under movement, lock all wheels on the roust-a-bout, so it cannot move, with all four touching the ground and distributing the weight evenly.
10. Loads moved using the Roust-a-about should remain as low as possible when in motion, and the wheels locked prior to the lift.

Note: Tandem Lifts

1. When using two roust-a-bouts to lift, the weight of the material cannot exceed the weight limit of a single roust-a-bout.
2. Each Roust-a-bout should be attached to opposite sides of the material, equal distance from the center of gravity.
3. Do not place roustabouts at opposite ends of a long pipe whenever possible, due to the increased tipping factor if the load or wheels were to suddenly shift (Lock the rotation of the wheels so they cannot spin and lock in place prior to lifting).

Creation, Approval and Revision Record

Created By:	Michael Coyne & Workers	**Date:**	2015
Approved By:	JOHS Committee	**Date:**	2015
Revised By:	Amanda & Workers	**Date:**	September 14, 2021

Safe Job Procedure – Water Chlorination

General Safety Requirements and Instructions

Blue hoses are used for filling with water. Red hoses are used for draining chemical treated water.

Step-by-Step:

1. Notify GC and all other Trades on site of Chlorination
2. A Field Level Hazard and Risk Assessment shall be completed.
3. Locate all outlets of chlorinated water and attach standard Notice of Chlorination which includes warnings, pictograms, date & time, contact information of Foreperson, and instructions.
4. Check Supplier's product label, Safety Data Sheet (SDS), and instructions/ correct measurements for addition of the chemical. Check the SDS for what PPE is required for the safe use of the chemical.
5. Familiarize yourself with the SDS before commencing the task.
6. When all volume measurements are done and re-checked, add the first injection and continue until full amount has been completed.
7. Check the system for leakage at any point where the system can be discharged. Take a sample.
8. Send sample to manufacturer for testing.
9. Let system sit as per manufacturer's recommendations.
10. When prescribed time is over, drain system to the **sanitary**.
11. Flush & test system.
12. Remove signage

Creation, Approval and Revision Record

Created By:	Michael Coyne & Workers	**Date:**	March 23, 2017
Approved By:	JOHS Committee	**Date:**	May 9, 2017
Revised By:		**Date:**	

Safe Job Procedure – Welding

General Safety Requirements and Instructions

Pre-operation:

1. Complete a hot work permit as required and indicate hot work on your FLHRA.
2. All workers engaged in welding or burning operations must wear proper PPE:
    a) Leather gauntlet type gloves and arm protection
    b) An apron of leather or other suitable material
    c) Appropriate protective clothing, ie: FR, Leather, Wool, 100% cotton
    d) Eye and face protection equipment to protect against harmful radiation, particles, molten metal, or chipping
    e) Ear protection if grinding welds
    f) Substantial steel toe safety footwear made of leather or other equally firm material
3. Coordinate fire alarm shutdown if neccesary.
4. Radiation harmful to the eye is present up to 40'. Place Welding screen sufficiently to protect public and other workers not involved in arc welding to protect them from harmful flashes. (Where possible create a 40' clear zone to protect others. When not possible post signs "Welding in progress. Bright lights are harmful to the eye. Look away".)
5. To protect the public, if necessary, use a spotter to alert welder to stop if concerns arise.
6. Wherever possible, remove all flammable objects from the work area, and any objects not related to the work.
7. Remove, effectively screen or cover with fire retardant tarp, all fire hazards where the welding job is to take place.
8. Where it is necessary to catch falling sparks and slag, use fiberglass blankets or fire-retardant welding tarpaulin.
9. Keep an appropriate type fire extinguisher within 10' and easily accessible, available at all times.
10. Be sure that there is sufficient general ventilation (natural, mechanical or LEV) so welding fumes and gases don't accumulate. Note: LEV is required at all times in the shop to protect other workers or visitors to the shop.
11. If sufficient ventilation cannot be provided to reduce fumes, a respirator with appropriate filters for the task must be worn.
12. Protect any load-bearing ropes or cables from the effects of welding operations.
13. Check that all cables are neatly placed flat along the ground so as not to be a tripping hazard.

Operation:

1. Use only electrode holders specifically designed for the type of welding.
2. If Arc welding, do not place electrodes against a gas cylinder to strike an arc.
3. Check that all cables, insulated connectors, and ground connections are capable of handling the current, and that the insulation is in good condition.
4. No arc welding must be carried out unless all workers exposed to radiation from the arc flash wear suitable eye protection or are protected by adequate fire-resistant screen.
5. All welding work areas must be kept tidy to eliminate slipping or tripping hazards.
6. Clean up slag or debris.

Creation, Approval and Revision Record

Created By:	Amanda Lambert & Workers	**Date:**	December 11, 2018
Approved By:	JOHS Committee	**Date:**	December 11, 2018
Revised By:	Amanda Lambert	**Date:**	January 26, 2025

Safe Job Procedure – Working in a Trench/ Coordinating Excavation

General Safety Requirements and Instructions

Step-by-Step:

1. A Field Level Hazard and Risk Assessment shall be completed prior to trench being dug, and again prior to working in the trench.
2. As a Prime Contractor (DES projects), we are responsible to contact BC One Call and obtain a report (it may be necessary to contact a local authority for some projects – i.e. UBC or SFU). As Prime we are responsible for ensuring all parties have a copy of the report and it is reviewed as a group prior to excavating.
3. As a Subcontractor, we are responsible for obtaining the report from the Prime Contractor. If we are directing the excavator, check they have a copy of the report and review it as a group prior to excavating.
4. Ensure there is a spotter for the excavator – ideally, our workers should not be acting as a spotter. If absolutely required for our worker to act as a spotter, the worker must review the report with the excavator prior to spotting.
5. When unloading the shoring from a truck make sure rigging is safe and stay clear of the shoring while it is unloaded from the truck.
6. Stay clear of shoring when moving from one set to the next, do not forget to get eye contact with operator before approaching the working area of the machines.
7. Set up either a spotter or safety tape and signs to stop accidental encroachment by vehicles or workers not associated with the work being done.
8. Once the trench is completed, confirm the following prior to working in the trench:
    I. Inspect the trench: Is it certified by an engineer? Has weather (rain/snow) or vibration from vehicles affected the walls since certification? If yes, it needs to be recertified prior to use. Is the trench sloped appropriately, or is there shoring to protect the workers if the trench is over 4'?
    II. Check the Engineer's certification for the shoring to be used in the trench work. Check the shoring condition before use and every morning of use thereafter.
    III. Is the trench considered a Confined space*? All safety protocols to be followed when confined space is identified, and safety precautions to be considered when it is only an enclosed space.
9. Once the above have been confirmed, determine what PPE is required for working in the trench. A gas detector is to be used if deemed a Confined Space. Review any SDS for products being used such as primer or glue.
10. Work only inside the shoring. Do not work outside the shoring. Never work alone in a trench. Update the FLHRA as conditions change (weather, etc.) or if you leave and return to the trench (lunch break).

**Confined Space Definition: Any tank, vessel, tunnel, sewer, or other space that (a) is enclosed or partially enclosed, (b) is not designed or intended for continuous human occupancy, (c) has limited or restricted means for entry or exit that may complicate the provision of first aid, evacuation, rescue or other emergency response service, and (d) is large enough and so configured that a worker could enter to perform assigned work. (Note that a ladder may make the difference between an enclosed space and a confined space.)*

Creation, Approval and Revision Record

Created By:	Michael Coyne & Workers	**Date:**	May 2017
Approved By:	JOHS Committee	**Date:**	June 13, 2017
Revised By:	Catherine Gallant/ Dinos Hadjiloizou	**Date:**	July 5, 2018

ELEMENT 5

Company Rules and Disciplinary Process

Safety and Conduct Rules Policy

Division 15 Mechanical Ltd. is committed to providing a safe working environment for its employees. This mandate involves the development of various SJPs and SWPs, Policies, Rules, Procedures and Codes of Practice that reflect actionable steps to guide our workers to not only perform their jobs safely, but to also be able to maintain mental wellbeing and job satisfaction.

To maintain this, disciplinary action may need to be taken when infractions occur. There are two types of infractions: major infraction and minor infraction. Major infractions consist of any act that is a violation of any government regulations, manufacturer's recommendations, company rules, or SJPs/SWPs that have a serious threat of major injury/ death or damage to property. Minor infractions consist of any act that is a violation of any government regulations, manufacturer's recommendations, company SJPs/SWPs or rule that has the potential to cause minor injury or damage to property, or violates the Bullying and Harassment Policy.

Disciplinary Procedures:

Major infractions have a two-strike policy, however, if a situation warrants, a first offence may result in immediate termination:

1. first offence results in a written disciplinary warning and potentially suspension without pay;
2. second offence results in a disciplinary hearing with management, which may result in termination.

Minor infractions have a three-strike policy:

1. first offence results in a (recorded) verbal disciplinary warning;
2. second offence results in a written disciplinary warning, which may include a suspension without pay;
3. third offence results in a disciplinary hearing with management, which may result in termination.

A terminated employee on special occasion may be re-instated with the agreement of all involved, on the condition that there will be a written assurance that the infraction shall never happen again. Parties to be involved in the process may include Construction Manager, Safety Manager, site CSOs, Superintendents, and supervisors.

Safety and conduct rules shall be reviewed monthly and annually by the Joint Health and Safety Committee.

Head Office Safety Rules

Rules for safe work are established to provide a consistent framework within which all employees can work safely and comfortably. They provide a means of ensuring that new and long-term employees can benefit from the work experience without incident or injury.

It is the responsibility of all supervisory staff of Division 15 that all workers understand and comply with the general safety rules of the office.

1. Every employee is expected to wear appropriate clothing for work as per office dress code and is expected to wear the proper PPE when visiting any one of our work sites including the welding shop and yard.

2. Harassment, bullying, violence, horseplay or fighting will not be tolerated. It is considered oppressive.

3. The use of drugs or the consumption of alcohol during normal business hours is prohibited. An exception is made for alcohol during social events hosted by the company, on the condition that no safety sensitive work may be performed afterward, and a safe ride home is arranged. The use of illegal substances is prohibited under any circumstance and is grounds for immediate dismissal.

4. Any worker taking prescribed medications must report this to their supervisor, if the prescription may involve side effects that prevent the worker from safely performing their normal duties.

5. The use of Cannabis products containing THC is prohibited within 12 hours of starting work in a safety sensitive position. An alternative job/task that is appropriate shall be assigned to the worker during the interim, or if there is no job/task available, the supervisor will arrange to safely transport the worker home.

6. Out of courtesy to your co-workers, please be cognizant of your conversation level in your cubicle or on the telephone as some of the office is laid-out with an open office cubicle design.

7. Smoking is only permitted in the yard area 7.5 meters (24.5 ft.) from any window or doorway or designated areas. Smoking is not permitted at the front office entrance.

8. Do not clean, adjust or attempt to repair any office equipment or machinery while it is running or in motion when there is a danger of contact with moving parts or being electrocuted. Unplug the equipment/ machinery if necessary for safe handling. If unsure how to repair, report to the Administrative Department to call the service company.

9. Follow all office and applicable company safe work practices (SWP) or safe job procedures (SJP) when operating office machinery, equipment, tools or conducting a specific work task such as shoveling or lifting items.

10. All injuries, no matter how slight, must be reported to the First Aid attendant on the day of the occurrence to prevent a delay in processing a claim if necessary. It is a company policy

to immediately correct and/or report any near miss, injury incidents, unsafe acts or unsafe conditions to your immediate supervisor, any member of the joint safety committee or the safety department.

11. Maintain good housekeeping in your immediate area of work. Keep your own work area and public areas clear of tripping hazards and immediately report any concerns to your immediate Supervisor.

12. Identify, store and handle hazardous materials (fuel, paint) or hazardous products (detergent cleaner, WD-40) in accordance with the Workplace Hazardous Materials Information System (WHMIS 2015) regulations.

13. Abiding by the health and safety program is required. You are expected to actively participate in scheduled safety meetings, inspections, safety audits, or investigations when invited to do so.

14. Theft or vandalism of company or personal property will not be tolerated and is subject to disciplinary action up to and including termination.

15. The use of both headphones/earbuds while in your office/cubicle is an unacceptable practice unless in an online meeting, webinar, or training. Using only one headphone/earbud for music at any given time is an acceptable practice.

16. When office personnel are visiting active work sites, appropriate PPE is to be worn; CSA approved steel toe boots, Hi Viz and hard hat. Glasses and gloves are GC dependant, but highly recommended at all times.

Site Safety Rules

Rules for safe work are established to provide a consistent framework within which all employees can work safely. They provide a means of ensuring that new and long-term employees can benefit from the work experience without injury.

It is a responsibility of all supervisory staff that all workers understand and comply with the general safety rules on site.

1. Daily hazard assessments are to be documented, reviewed and signed by each crew member PRIOR to the start of any work.

2. PPE (Personal Protective Equipment – CSA approved) is to be worn on site or at the shop. Eye protection/safety glasses although General Contractor or task specific, is highly recommended to be worn at all times. Face shields are required when using a chop saw or grinder (cutting/grinding). Gloves although task specific are highly recommended at all times and must be readily available and worn for hazards such as sharp edges or pinch points or when required by the General Contractor. Reflective Safety Vests in good condition are required at all times. Hearing protection must be used in work areas that are of an impact sound and/or above 85 dB's and will be made readily available for all

personnel. Safety work boots must be worn at all times on site. The height of the boot must measure 6" (from the sole of boot to the top of the boot). Every worker must wear appropriate clothing for work (t-shirts with minimum 4" sleeve and long pants) to protect themselves from general hazards of the site and the elements.

3. PPE - Welding(Personal Protective Equipment – CSA approved) is to be worn on site or at the shop. Eye protection/safety glasses although General Contractor or task specific, is highly recommended to be worn at all times for non welding work. Face shields are required when using a chop saw or grinder (cutting/grinding). Welding shields are required at all times for face and eye protection when performing welding tasks that emit radiation. Gloves are task specific and must be readily available and worn for hazards such as sharp edges or pinch points or when required by the General Contractor. Leather gloves and gauntlets (when required) are required during welding processes. A control zone in place of a Reflective Safety Vest in good condition may be used when FR vests are not available when welding to prevent clothing fires. Appropriate FR wool, 100% cotton or leather clothing is required when welding in positions that a leather apron will not suffice. Clothing must protect the wearer from radiation and the possibility of clothing igniting. Flame retardant hearing protection must be used when grinding or in work areas that are of an impact sound and/or above 85 dB's and will be made readily available for all personnel. Safety work boots must be worn at all times on site. The height of the boot must measure 6" (from the sole of boot to the top of the boot).

4. The consumption of alcohol or use of drugs or substances including Cannabis products containing THC, which can cause increased risk of safety incidents on the work site is prohibited and may result in immediate dismissal. Employees will be removed from site until appropriate disciplinary action can be taken. Any worker taking prescribed medications must report this to their Supervisor, especially if the prescription has side effects that may prevent the worker from performing their normal duties safely. The use of products containing THC are prohibited within 12 hours of starting work in a safety sensitive position. An alternative job/task that is appropriate shall be assigned to the compromised worker during the interim, or if there is no job/task available, the supervisor will arrange to safely transport the worker home.

5. No harassment, violence, horseplay and/or fighting are permitted. It is oppressive and will not be tolerated.

6. Smoking is only permitted in designated areas.

7. Portable toilets are provided on site. Anyone caught urinating on site not using the designated facilities, may face immediate dismissal.

8. All injuries, no matter how slight, must be reported to the First Aid Attendant & your immediate Supervisor on the day of the occurrence to prevent a delay in processing a claim (if necessary) and to avoid medical complications down the road.

9. Maintain good housekeeping in your immediate area of work. All hazardous conditions must be corrected immediately and/or reported to your immediate Supervisor.

10. Use of hazardous materials must conform to WHMIS 2015 requirements. Any hazardous product brought onto site must have the most recent SDS (Safety Data Sheet) to accompany the product and made available for/reviewed with any or all workers that are working with or near the product.

11. The **personal** use of electronic devices is prohibited on work sites. This includes and is not limited to; cell phones, tablets, radios, music players, headsets, etc. **Business** use of certain devices such as two-way radios, cell phones and tablets is permitted, if the following conditions are met: Cell phones are not to be used while operating a vehicle unless hands free technology is available; when answering a call or radio, stop work and move to a safe place while conversation takes place; do not walk or operate machinery while using an electronic device.

12. A hot work permit may be required when performing work that creates a spark (welding, cutting, grinding, brazing, soldering, etc.). Check with your immediate Supervisor or the site Superintendent.

13. Only qualified and authorized personnel may operate company vehicles, equipment and tools. All workers must adhere to all safety guards, barriers, signage and tags. Never render safety devices (ie: guards) inoperable.

14. Abiding by the health and safety program is required. Workers (You) are expected to actively participate in scheduled safety meetings, inspections, safety audits, or investigations when invited to do so.

15. Theft or vandalism of company or personal property will not be tolerated and is subject to disciplinary action up to and including termination.

Workplace Violence Code of Practice

On every construction site there is pressure to get the work done on time which can cause tension between workers, especially between trades. The risk of violence can be a hazard for workers, and for this reason we will endeavor to educate workers on how to diffuse a tense situation.

Unfriendly, rude, or tense interactions with other trades is a hazard and could escalate into acts of violence. If you notice there is heighted stress or tension on a jobsite, note it in your FLHRA and notify your supervisor. Keep in mind others might be having a really bad day at home as much as at work. You cannot solve a person's problems, but you might help by keeping the situation calm and not escalating. If challenged, be the better person and back down. Go to the supervisor and report the incident.

If you ever find yourself in a situation where a worker is threatening violence against you, your co-worker, another tradesperson, or the public, please remember that responding with acts or threats of violence will only escalate the situation. Remain calm and show understanding towards the person under stress. Try to propose a solution to the problem they are stressed about. Hand the situation over to a supervisor.

The company will educate at hire, that acts of violence towards co-workers, other trades, and the public are not permitted, and such acts are investigated and dealt with swiftly through the company's disciplinary process.

Division 15 wants every work site to be free of bullying, harassment and violence. We will educate and keep up a constant effort to do what we can to prevent incidents. Unfortunately, there might come a time we have to respond to situation.

Should there be an incident involving a Division 15 employee, a meeting will be held and reason or reasons for these acts or threats will be evaluated. If deemed necessary, proper professional aid might be the answer, and this will be arranged by the company. Ongoing education will be in the form of weekly safety talks. If workers exhibit signs of stress that might evolve into problems at the workplace they will be met with, and help will be offered.

Any victim of an act of violence will be provided First Aid and/or medical assistance and/or counselling as required. Aid for both perpetrators and victims is provided by and covered by Division 15 Mechanical.

ELEMENT 6

Personal Protective Equipment

Personal Protective Equipment (PPE) Policy

Personal protective equipment (PPE) is that which is designed specifically to protect the wearer from the health and safety hazards of the workplace.

Selection: PPE is based on a series of active assessments that include preconstruction job assessments, physical site assessments, task requirements and daily FLHRA hazard assessments at field level.

Basic PPE: The company supplies workers with a hard hat, high viz vest, and appropriate gloves and eye protection for the task being completed. Workers are to provide their own steel toe boots with a minimum 6” ankle.

Specialized PPE: The company assigns fall protection harnesses and lanyards and respirators following the completion of certification and fit testing. Face shields and ear protection are provided at all sites and the shop, for employee and visitor use as required.

A. Company Responsibilities
It is the responsibility of the company to recognize the potential, or the existing, hazards of the workplace. The company must attempt to remove, control, or isolate workers from these hazards. Failing that, the company is responsible for supplying the proper equipment and seeing to it that the workers are informed, trained, and required to use it properly.

B. Supervisor Responsibilities
It is the responsibility of the supervisors to know the hazards in their departments and to:

- Monitor the necessary PPE is available
- Monitor that this equipment is used at the proper times, and
- Ensure the workers know how and why to use the equipment, and how to fit it properly.

C. Employee Responsibilities
It is the responsibility of all employees to have and to use the proper PPE for the work they are doing. Division 15 Mechanical has a minimum mandatory requirement for all workers to wear the following PPE items: Hard Hat, Safety Boots, and High Visibility Vests. Additionally, all workers must have in their possession, at all times, glasses and hand protection suitable for their task. Failure to comply will result in disciplinary action, as outlined below. If the employee has a problem or concern with the PPE that is supplied, he should advise his immediate supervisor so that corrective action can be implemented.

Violations of this Policy are subject to the disciplinary process.

Personal Protective Equipment

Using the appropriate protective equipment, devices, and clothing can greatly reduce the risk of injury in the workplace. As such, it is imperative that all employees adhere to the following guidelines and regulations:

1. CSA approved footwear (i.e. steel toed work boots with a minimum 6" ankle height to provide adequate support and protection) must be worn at all times in any area of a facility/site where there is the potential for injury to occur.
2. Hard hats meeting approved standards must be worn in any area where there is a danger of head injury from falling, flying or thrown objects, or other harmful contacts.
3. Employees must wear appropriate eye protection for the task they are completing. The Company will provide employees with approved safety glasses, goggles, face shields or welding helmets as determined by the nature of work being performed.
4. Eye protection must be worn when risk of high velocity tools is present.
5. Hearing protection must be worn (ear plugs or covers) when exposed to noise levels exceeding the WORKSAFE BC limit of 85 decibels. Ear protection worn by welders will be FR approved.
6. Appropriate apparel must be worn when at work. This includes clothing that will not expose a worker to any unnecessary or avoidable hazard. In areas of the workplace where there is the potential for articles to come in contact with moving parts of machinery or electrical equipment, properly fitting clothing or coveralls must be worn at all times. When performing welding tasks clothing that will protect workers from the hazards present including sparks, molten metal, fire, radiant heat, radiation and electrical arc caused by accidental contact with electrical circuits. ie: FR, leather, wool, 100% cotton and CSA approved leather footwear.
7. Gloves must be worn for tasks where there is a risk of injury to hands such as cuts, burns, or irritation during regular tasks and leather gloves and gauntlets (when required), when performing or assisting in welding tasks.
8. Employees must always wear high visibility safety vests when working in and around mobile equipment (forklifts, trucks, etc.) & on all active construction sites.
9. Respiratory protection must be used when exposed to hazardous air contaminants exceeding specified limits. The Company will conduct testing of air quality when conditions require it, and corrective action/protection will be implemented whenever test results indicate air contaminants are more than allowable limits.
10. Fall protection harnesses must be worn (practicing fall restraint when possible), for extended work time above 10' or a greater risk of injury would occur under 10', lower than 10' or required by the GC, in a scissor lift if required by a GC, when a lift is above 50' or when using a boom lift.

Head Protection

General Information

Safety headwear is designed to protect the head from impact from falling objects, bumps, splashes from chemicals or harmful substances, and contact with energized objects and equipment.

In construction, the recommended type of protective headwear is a hard hat which has the required "dielectric strength." There are many designs, but they all must meet CSA requirements for Class G (General Usage) and Class E (Electrical trades).

Most head protection is made up of two parts:

- The shell (light and rigid to deflect blows)
- The suspension (to absorb and distribute the energy of the blow)

Both parts of the headwear must be compatible and maintained according to manufacturer's instructions. If attachments are used with headwear, they must be designed for the type of headwear in use. Bump caps or laceration hats are not considered safety helmets. In British Columbia they can only be used when **the only hazard** is that a worker might strike his/her head against a **stationary object**.

Inspection and Maintenance

Proper care is required for headgear to perform efficiently. Its service life is affected by many factors including temperature, chemicals, sunlight and ultraviolet radiation (welding). The usual maintenance for headgear is simply washing with a mild detergent and rinsing thoroughly.

Do

- Replace headgear that is pitted, holed, cracked or brittle;
- Replace headgear that has been subjected to a blow even though damage cannot be seen;
- Remove from service any headgear if its serviceability is in doubt;
- Replace headgear and components according to manufacturer's instructions; and
- Consult requirements or your supplier for information on headgear.
- Wear a chin strap if working at height (ten feet or more) or if windy conditions.

Do Not

- Do not drill, remove peaks, and alter the shell or suspension in any way;
- Do not use solvents or paints on the shell (makes shell "break down");
- Do not put chin straps over the brims of certain classes of headgear;
- Do not use any liner that contains metal or conductive material;
- Do not carry anything in the hard hat while wearing the hard hat; or
- Do not wear baseball caps under helmets.

Foot Protection

General Information

Safety footwear is designed to protect against foot hazards in the workplace. Safety footwear protects against compression, puncture injuries, impact, and burns.

Safety footwear is divided into three grades, which are indicated by colored tags and symbols:

- The **tag color** tells the amount of resistance the toe will supply to different weights dropped from different heights.
- The **symbol** indicates the strength of the sole. For example, a **triangle** means a puncture resistant sole able to withstand 135 kg (300 ft. lbs) of pressure without being punctured by a 5 cm (2 inch) nail.

In construction, it is required that only the **CSA green triangle** grade of footwear, which also gives ankle support, be used.

Your choice of protective footwear should always over protect, not under protect.

Do

- Choose footwear according to the job hazard and approved standards;
- Lace up boot and tie laces securely (boots do not protect if they are a tripping hazard or fall off);
- Use a protective boot dressing to help the boot last longer and provide greater water resistance (wet boots conduct current);
- Do have your pant legs over the top of the boots to prevent debris falling inside; and
- Choose a high-cut boot to provide ankle support (fewer injuries).

Do Not

- Do not wear defective safety footwear (i.e., exposed steel toe caps);
- Do not under-protect your feet; or
- Do not modify safety footwear.

For more information, look at:

- British Columbia’s Occupational Health and Safety Regulation
- CSA Standard "Protective Footwear" CAN/CSA-Z195 M92

*** For further information refer to the appropriate Current Occupational Health and Safety Requirements**.

Eye and Face Protection

General Information

This PPE is designed to protect the worker from such hazards as:

- Flying objects and particles – grinding, cutting
- Molten metals – soldering, brazing, welding
- Splashing liquids – gluing and priming or pouring treatment chemicals
- Ultraviolet, infrared and visible radiation (welding)

There are two types of facial PPE:

1. **"Eye protection"** includes:
    - Eye cup goggles
    - Monoframe goggles and spectacles with or without side shields

2. **"Face protection"** includes:
    - Metal mesh face shields for radiant heat or hot and humid conditions
    - Chemical and impact resistant (plastic) face shields
    - Welders' shields or helmets with specified cover
    - Filter plates and lenses

Hardened glass prescription lens and sport glasses are not an acceptable substitute for proper, required industrial safety eye protection.

Comfort and fit are very important in the selection of safety eye wear. Lens coatings, venting or fittings may be needed to prevent fogging.

Contact lenses should **NOT** be worn at the work site. Contact lenses may trap or absorb particles or gases causing eye irritation or blindness. Hard contact lenses may injure the eye when hit.

Eye protection must be worn with face shields. **Face shields** alone are not enough to fully protect the eyes from work hazards. When eye and face protection is required, advice from specialists, information on Safety Data Sheets (SDS) for various chemicals, or your supplier will help you select such protection.

For more information, refer to:

- British Columbia’s Occupational Health and Safety Regulation
- Standards for "Industrial Eye and Face Protectors" CAN/CSA-Z94.3-92

Do

- Wear eye protection that fits properly (close to the face);
- Clean safety glasses daily, more often if needed with the correct towelette to prevent static build up;
- Store safety glasses in a safe, clean, dry place when not in use; and

- Replace pitted, scratched, bent and poorly fitted PPE. (Damaged face/eye protection interferes with vision and will not provide the protection it is designed to deliver.)

Do Not

- Do not modify eye/face protection; or
- Do not use eye/face protection which does not have a proper certification. (Various markings or the CSA safety stamp for safety glasses are usually on the frame inside the temple near the hinges of the glasses.)

Eye Protection for Welders

Welders and welders' helpers must wear the prescribed equipment. Anyone else working in the area (mandatory within 40') should also wear eye protection as there is a chance they could be exposed to a flash and radiation.

Inspection and Maintenance

Inspection

When a worker is provided with a pair of safety glasses, he/she should check that they are in good working order, with no scratches, and that they fit the worker's face correctly.

Ongoing Maintenance

Lens Cleaning Towelettes are provided to each site. Workers should clean safety glasses with a towelette after each use, or more frequently, as needed. Workers should replace scratched, pitted, bent, or broken glasses right away.

Annual Maintenance

Not Applicable. Glasses are replaced as needed.

For further Information refer to the appropriate current Occupational Health and Safety requirements.

Hand Protection

Gloves will be available to all employees in the shop and on sites. Employees handling materials likely to cut, puncture, abrade, burn or irritate hands or arms must wear gloves or other devices designed to protect the hands and arms from such injury. The different gloves include regular cut 1 or cut 5, nitrile, or welding gloves and gauntlets.

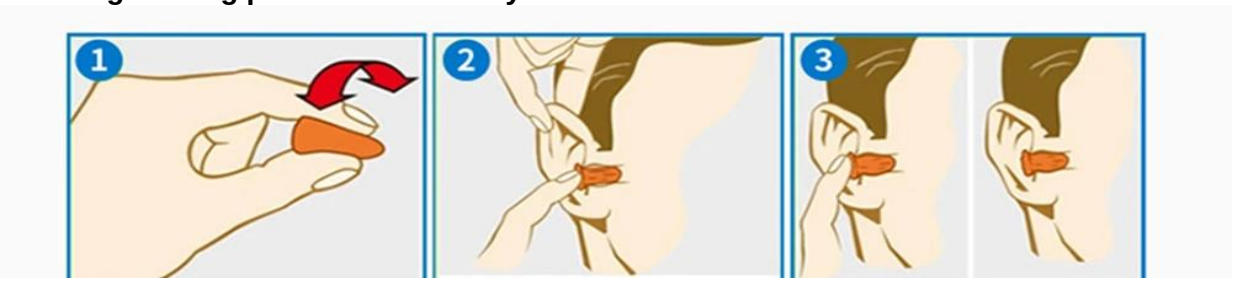
Hearing Protection

Hearing protection will be available **to all workers and must be used at any time that noise levels equal or exceed 85 DBS.** Employees exposed to noise levels greater than WSBC's allowable limit of 85dB will receive annual hearing tests arranged by the company or site GC's.

Examples of noise level exposure in dB:

Grinders	106-110	Concrete Saw	97-103	Compressor	85-104
Pneumatic Tool	85	Impact Wrench	108	Fan/Blower	87-114
Chipping Concrete	97	Hammering	96	Regular Talking	60-70

Inserting hearing protection correctly



1. With clean hands, roll the foam ear plug between your fingers	2. Reach over your head and grab your earlobe and pull up to straighten the canal then insert the ear plug	3. Hold the earplug in the ear while it expands in the ear

High Visibility Vests

Workers are required to wear Hi Viz vests at the shop and site. Division 15 provides employees with a class 2 safety vest. Workers working around mobile equipment moving slower than 30 km/h are required to wear a class 2 vest. Workers working in traffic faster than 30 km/h are required to wear a class 3 vest including arm and ankle hi viz bands and a hi viz helmet with reflection tape. Workers on sites or within a building may choose to wear a class 1 vest (harness style) if allowed by the GC.



similar to class 2 with added straps around the legs and arms

Class 1	Class 2	Class 3
Harness style	Jacket, coat, coveralls or similar	

Specialized PPE

Respiratory Protection

Employees exposed to high concentrations of dust, vapors, gases, noxious or toxic fumes, paint fumes, or an oxygen deficient atmosphere, must wear respiratory protection devices appropriate to the material to which they may be exposed. Welders are required to wear respirators if a workers exposure to hazardous fumes or particles cannot be controlled and reduced by means of mechanical, local or natural ventilation.

Pre-Use

Worker's that complete training about silica or welding fumes and have a successful fit-test, conducted by the Safety Department, will be issued a respirator with P100 and/or organic cartridges based on their tasks.

Ongoing Maintenance

When not in use, the respirator must be stored in a plastic bag, inside the box. If the packaging is lost or damaged, alternate packaging will be required so that the respirator is always stored covered. Respirators are to never be thrown in the bottom of a job box where tools are piled on top of them, as they lose shape and will not fit. Prior to use each day, workers will examine their respirator for damage or wear and tear, clean the seal, and perform a fit check using negative and positive pressure.
Filters must be changed as per instructions during fit test. If unsure, ask the Safety Department.

Annual Maintenance
An annual Fit Test will be conducted with the Safety Department

Fall Protection
A harness is required to be used when:

- Employee is in a machine that requires it,
- Employee is eliminating a fall risk by using fall restraint (preferred) or fall arrest,
- Employee is exposed to a fall risk of 10 feet or greater,
- Employee is exposed to a fall risk less than 10 feet with greater risk of injury, or
- The GC fall risk limit is less than 10'.

Employees will be issued a harness and lanyard at orientation and will be trained in inspection, use, and care.

Pre-Use
Following fall protection training, workers are provided with a harness and lanyard. Education on how to properly fit and check that they are in good working order will be provided by the Safety department.

Ongoing Maintenance
Prior to each use, the worker will inspect the harness and lanyard as instructed, for fit and significant wear and tear. Harnesses and lanyards are to be stored in supplied bags or hung up when not in use.

Annual Maintenance
Annually, the Safety Department will inspect each harness to check for damage or significant wear and tear. Harnesses will be repaired or replaced as required.

ELEMENT 7

Preventative Maintenance

Maintenance Program Policy

Division 15 Mechanical will maintain a program to keep all equipment and tools owned by the company in good safe working condition. Tools will be checked before each use and at regular intervals when not in use. Any defective tool or equipment shall be taken out of use, tagged, and repaired; the immediate supervisor shall be notified immediately so that they can take the necessary steps to have the tool or piece of equipment repaired and or replaced.

Division 15 Mechanical sometimes uses rental equipment/tools and our employees shall do the pre-use safety checks to confirm that all rental equipment/tools are in good working order. Any unfit piece of equipment or tool will be taken out of use, tagged, and the appropriate rental company notified.

Workers shall read the manufacturer's specification and follow their recommendations for all owned and rented equipment and tools.

Scheduled maintenance records and repairs of tools and equipment are located on the Asset Management software.

Items with Regular Maintenance Schedules

Forklift	Annual
Scissor Lifts	Annual
Pressure Gauges	Annual
Gantry Crane	Annual
Confined Space Winch	Annual
Company Trucks	Per Onboard Computer & Maintenance Schedule
Fire Extinguishers	Annual
Altair Monitors	3 months or as needed

ELEMENT 8

Training and Communication

Training and Communication Responsibilities

Training of Workers and Supervisors
It is the policy of Division 15 Mechanical Ltd. that workers and supervisors will be provided with training and periodic re-training to review awareness of potential hazards in the workplace. Communication between all levels will be through the first day Orientation, Safety Talks, Toolbox Meetings and Joint Health and Safety Meetings. Minutes for these meetings will be recorded, filed in Salus and posted.

Workers will receive appropriate training and instruction to avoid and lessen hazardous situations. Supervisors are responsible for checking that all new or transferred employees start out with proper training.

Superintendents / Foremen / Lead Hands will be provided with ongoing training in health and safety. Training may include: Leadership for Safety Excellence, WorkSafe BC Supervising for Safety, applicable Gold Seal courses, and other updates and certifications as applicable.

New or Young Worker Orientation
It is the aim of the company that all workers will be properly trained and will receive an adequate orientation of the policies and procedures in place within the company.
In the case of young workers, Supervisors will take extra care to ensure said worker adheres to safety practices.

It is critical that a worker who is entering a new work area is aware of Safe Work Practices and Procedures, prior to commencing work, and to develop the safe work practices and attitudes necessary to protect themself and other workers from injury within that work environment. Accordingly, all New or Young workers will be given a safety induction program, prior to starting work, which will include, but will not be limited to, the following:

a. general safety rules
b. job safety practices
c. safety legislation and regulations
d. personal protective equipment
e. lifting demonstration
f. firefighting equipment locations and use
g. location of first aid facilities
h. procedure for reporting hazards and injuries
i. review of employee responsibilities
j. orientation on WHMIS
k. identification of site JOHS committee member

This safety orientation will be documented, and the worker will sign the applicable form acknowledging that they have received this induction program.

NAOSH Week
The North American Occupational Safety and Health (NAOSH) week is recognized across Canada, America, and Mexico in all types of workplaces. Division 15 will be a participant, celebrant, and promotor of this annual international event to focus employers, employees, industry partners, and neighbours on the importance of injury and illness prevention.

Division 15's JOHS committee will assist with the types of communications and events to best promote safety on and off the job, promoting a better Safety Culture in the workplace and at home.

Worker Training

The training and verification of each worker, with regard to their ability to do the job safely, is most important to the company. As outlined in the General Working Rules and Conditions, no employee will operate any equipment if they have not been trained to do so. The supervisor will oversee that each worker can perform their duties safely and efficiently.

Good safety performance is achieved, in a large part, through initial and ongoing training and education, which develops safety skills and promotes safety awareness. Accordingly,

a. General safety awareness training will be provided to all workers whenever the need for such training is required;
b. Exams require a score of 80% or further training will be undertaken
c. WHMIS training will be provided to all workers employed by the company; upgrading of this training will be done on an annual basis, or more often, if required.

Superintendent / Foreperson / Lead Hand Training

Superintendents, Foremen and Lead Hands are vital links in the implementation and overall success of the O.H. & S. Program in the company. They are largely responsible for the day to day operation of the program. It is imperative that these supervisors be continually informed of the latest developments in tools, equipment and methods used in the work that is undertaken on their projects as well as the methods available in conveying this information to the workforce. Therefore, a guideline for training to be provided to Superintendents, Foremen and Lead Hands will include, but will not be limited to, the following:

a. training in accident investigation techniques as well as developing corrective measures;
b. training in communication and motivation skills;
c. training and education in WHMIS, including the use of SDS sheets and supplier labels, as well as the use of the company's workplace labeling system;
d. knowing the rules and regulations of the workplace, WorkSafe BC and other regulatory agencies;
e. training in the proper use, care and inspection of personal protective equipment.
f. first aid training

Follow Up Procedures

All Supervisors and Mentors, will monitor employee performance to ensure that Safe Work Practices are being used and that Safe Job Procedures are being followed. If Practices or Procedures are not being followed the Supervisor or Mentor will follow up and correct the behavior. If the behavior is not corrected, they will report to the Superintendent / Construction Manager as required. It will be the Superintendent's responsibility to record these observations and to correct poor practices as required.

Environmental Training

Division 15 works diligently to ensure the safety of employees, contractors, subtrades, the public, and our environment. All efforts will be made to ensure that any work we undertake will not negatively impact any of these resources.

Workers will be trained to cover water intakes on and around work sites with filters to keep out debris. This training will include training on the installation, maintenance and replacement of these filters.

Although Division 15 does not, under normal circumstances, perform maintenance or refuel vehicles or equipment on work sites or in the yard of the main office, it is possible that subtrades made need to do so. As such, workers involved will be trained on how responsibly and safety refuel or perform maintenance, and on how to use a spill kit. Workers and supervisors will be trained to confirm with subtrades that they have a spill prevention plan in place prior to refueling or performing maintenance.

Workers will be trained on inspecting the worksite consistently and to cover piles of dirt/soil/gravel on site to prevent run-off or wind erosion. to ensure both workers and the environment are being protected.

All workers are to be trained on WHMIS 2015 and all sites are to have access to SDS on Salus for all chemicals at that site. SDSs will be reviewed at Toolbox Meetings and Safety Talks, especially when a new chemical is being used, or there are new workers on the site where chemicals are being used. Supervisors and workers are to be trained to check for labelling of chemicals during all inspections.

Environmental Policy

Division 15 Mechanical recognizes that environmental protection and stewardship is an integral part of being a leader not just in our industry, but also in the communities we work in.

It is Division 15 Mechanical's commitment to protect our shared environment and will make every effort to ensure that environmental protection is an essential and elemental component of our quest to build things smarter.

Our commitment will guide us to work collaboratively with our clients, suppliers, and others associated with our activities to reduce the overall impact and footprint on our environment.

With respect to environmental legislation and bylaws as they relate to Division 15 Mechanical's work, we as a company, are committed to:

- ✓ Responsible and safe use and storage of hazardous and controlled products
- ✓ Proactive planning to prevent or minimize the release of waste and other negative contaminants that are a part of construction activities into the land, water or air
- ✓ Manage storm water and soil erosion
- ✓ Conserve energy on our work sites, in our site trailers, in our fabrication shop, and at our corporate office
- ✓ Managing the proper disposal of construction material waste by planning for and taking full advantage of local recycling and salvage programs
- ✓ Make available environmental awareness training for our employees where appropriate to raise awareness and encourage participation

We are committed to building environmental responsibility into our projects and schedules, and to providing the necessary resources employees require to be environmentally responsible.

We expect similar environmental standards from all our suppliers and subcontractors.

Division 15 Mechanical will regularly monitor its efforts and ensure at a minimum this policy is promoted and practiced on every new project.

Dinos Hadjiloizou, M.Eng., MBA, LEED AP
President & General Manager

January 22, 2025
Date

Meetings

Joint Occupational Health Safety Committee Meetings (JOHS)
A meeting of the Safety Committee, which is made up of representatives from various departments and management, will be held on a monthly basis. It reviews the overall safety program within the company.
Meeting minutes are to be kept, and the last 3 meeting minutes posted. Copies are posted on Salus in Documents> JOHS Committee and at the head office in both the office and shop kitchens.

Safety Talks
Sites and the shop, hold 15 minute crew meetings once a week to go over any incidents that have happened, new relevant information and review relevant SWP and SJP and relevant training. Meetings will occasionally be longer due to training.

Safety Management Meetings
A meeting of the Safety Management Committee, which is made up of the Safety Department, Executive Management and Senior Administration representatives, will be held on a quarterly basis (Jan, Apr, July, Oct) during regular operations. Operations management meeting may take the place of individual safety management meetings. Meeting frequency may be adjusted during pandemics or outbreaks as required. It reviews statistics, trends, culture and changes to the safety program.

Operations Management Meetings
A meeting of the Management Team, which is made up of Management representatives from various departments, will be held annually or more frequently if required during regular operations. Meetings may be replaced by communications meetings during pandemics or outbreaks as required. It reviews many facets of the Company operations including the safety program.

Communications Meetings
A meeting of the Communications Committee, which is made up of representatives from various departments, will be held on a weekly basis during a pandemic. It reviews the Company operations as a whole and addresses any current and upcoming events.

Superintendent / Foreperson / Lead Hand Meetings
A Superintendent, Foreperson and Lead Hand meetings will be held on a designated monthly basis during regular operations. Lead Hands will attend quarterly meetings in March, June, September and December. Superintendents and foreperson's will attend all other months plus December. Meetings review the safety program and internal programs relevant to the workers job description and pertaining to current and upcoming events on site, including any training that may be required.

Bi-Annual Company Meetings
Twice a year the entire company will come together when possible, to review a relevant safety topic, company operations and successes, and celebrate employee achievements.

**Meeting minutes are to be retained electronically and accessible to Management and other parties as required per OH&S regulations.

WHMIS – Global Harmonized System

The United Nations introduced the WHMIS 2015 Global Harmonized System to promote world-wide consistency in Safety. Canada followed suit with the goal of being fully adapted by the end of 2018. In 2023 WHMIS 2015 was referred to as WHMIS.

Division 15 Mechanical Ltd., in its duty to keep all employees safe at their worksite has an obligation to train workers on WHMIS 2015 on an annual basis. Division 15 will educate workers on specific products that directly affect their day to day workload. Glues and primers used on PVC pipe, silica dust (a hazardous by-product of drilling cement), and any other substance that is something a worker could be subjected to will be our focus but not the only focus. How WHMIS works as a system for information is something everyone should understand.

Workers are educated on how to test for dangerous atmosphere such as with pre-entry tests (testing for air quality is mandatory for Confined Space Entry), how any space must be continually tested after entry and how we use the BCCSA silica exposure plan tool on their web site by inputting the task and time expected and getting an exposure plan. Division 15 can be proud that we performed tasks so technicians could perform a Time Weigh Average helping to complete the BCCSA silica tool.

Division 15 educates and diligently endeavors to prevent any worker from being exposed to a harmful substance that could exceed the Occupation Exposure Limits. SDSs have the necessary PPE requirements for all hazardous products in and around our workers.

Every supervisor has the OHS regulations for BC, Division 15 Mechanical's Safety Manual, SDS binder on Salus for all hazardous products we use, a level one first aid kit, and an emergency eye wash bottle to supplement any eye wash the General Contractor has as per their obligation.

Workplace Hazardous Materials Identification System - WHMIS

The purpose of the WHMIS GHS program is to help reduce the likelihood of disease or injury through exposure to hazardous products in the workplace. Since prevention is the key to success, Division 15 Mechanical Ltd. will keep any hazardous products found on its premises properly labeled, stored, and used, according to the manufacturer's recommendations. Safety Data Sheets (SDS), which provide detailed hazard and precautionary measures, will be readily available to employees, and each employee will receive training in the safe handling of hazardous products. With a large portion of the world adopting the Global Harmonized System, Division 15 shall keep abreast of any changes and implement them in a timely fashion.

Responsibilities
It is important that the various groups involved in the distribution and handling of hazardous products understand their responsibilities as outlined in the WHMIS 2015 legislation. These responsibilities are:

Suppliers:
- Provide up to date SDS for all hazardous products that they sell.
- Provide supplier labels on all containers of hazardous products they sell or produce.

Employers:
- Provide education so that workers understand information on SDS, supplier labels, and workplace labels.
- Provide training in WHMIS 2015 to workers who work with or near hazardous products.
- Ensure that all containers of hazardous products in their workplace have SDS and WHMIS 2015 labels.
- Have SDS that are readily accessible to workers.

Workers:
- Know and understand the information on labels and SDS.
- Use the information they receive through education and training to handle hazardous products safely.
- Inform employer if labels are illegible or missing.

Safety Data Sheets
Whenever a new product that is classified as a Hazardous product is purchased, the person ordering the product will request a current SDS from the supplier. When the product is received, the supervisor is responsible for ensuring it is properly labeled before being used, that a copy of the SDS is supplied to the safety department and the SDS is filed in the designated binder. The SDS binder is located in the job site office. The SDS are also available on Safety Sync online.

ELEMENT 9

Inspections

Inspection Policy

It is the goal of Division 15 Mechanical to control losses of human and material resources by identifying and correcting unsafe acts and conditions through the use of formal and informal internal inspections. Division 15 will maintain a comprehensive program of safety inspections at all facilities and job sites.

The Safety Department will direct formal inspections on job sites with the assistance of the Construction Manager, Project Managers, Project Coordinators, Superintendents/Foreperson, and workers. Formal inspections are to take place weekly on active worksites. The Safety Department shall, on occasion, do informal inspections as necessary. The “Work Site Safety Inspection Checklist” will be used for both formal and informal inspections.

Superintendents/Foreperson are responsible for assisting with these formal inspections on job sites that they control and for involving workers in such inspections.

Superintendents/Foreperson and Lead Hands are responsible for conducting daily informal inspections and monthly formal site inspections of areas where their crews are working.

Workers are responsible for participating in, and contributing to, the Inspection Program.

Pre-Use Inspections are to be completed each day PPE, equipment or an applicable tool is in use. Each machine has its own Pre-Use Inspection Checklist.

Formal Office Inspections are to be completed monthly, using the Head Office Inspection Form, and will be conducted by the Senior Administrative Assistant. A JOHS Committee Member will review and sign off on each inspection.

Yard and Shop Inspections (including all outbuildings including storage tents) are to be done on a bi-monthly basis and will be conducted once by the Safety Department with assistance from the Fabrication Supervisors and workers and once by the Fabrication Supervisor. The Safety Department will review and assist with this inspection.

The Joint Health and Safety Committee and the Safety Management Committee shall review this policy on an annual basis, or more frequently as required.

Pre-Job Hazard Assessment

At the start of every working day the site supervisor will review the general site hazards. Workers shall also do a pre-job hazard assessment (FLHRA). They shall do a step by step review of the task, identify the hazards and make the appropriate eliminations or controls for those hazards. The hazard assessment shall be ongoing as the job progresses or the area and environment changes. This whole process will be recorded and kept on the Safety Management software and sent to the site CSO when required.

Yard & Shop Hazard Assessment

Employees entering the yard or shop area must visually assess hazards such as moving vehicles in the yard, or flash burns in the Shop. Proper PPE (Safety Glasses, boots, ear plugs) is required in the shop while work is being done. If no work is being done, boots are not required, but shoes must be closed-toed. When mobile equipment is in operation having eye contact and communication with the operator or spotter is required. Proper procedures and practices are to be communicated by the shop supervisor or safety and followed when in the shop and yard.

Upon any changes to shop operations, a hazard assessment is to be completed and reviewed at the monthly Safety Committee Meeting.

Formal Site Inspections

The Safety Department shall do regular Formal Site Inspections to assess the workers' safe work habits. They will also be assessing the working environment around the workers to make sure they are safe. These inspections shall be recorded and kept on the Safety Management software. The Safety Department shall from time to time do informal inspections to reassess the safe environment the company is working in and to assess workers' habits and correcting any unsafe habits developing. Safety inspections are to encompass the whole company operation. This will include office (monthly), storage (monthly) and worksites (at least weekly); formal worksite inspections are weekly and informal worksite inspections are random, depending on the site progress and the number of workers.

Foreperson Site Inspections

Superintendents / forepersons are to complete a site inspection monthly. This can also be completed by a lead hand and signed off by the superintendent / foreperson.

Pre-Use Inspections

Pre-use inspections are required daily for PPE, fall protection equipment, ladders, mobile equipment and are recorded in Salus. Machinery pre-use inspections are to be performed to check for loose connections, split wires or defects prior to use.

ELEMENT 10

Investigation and Reporting Protocol

Investigation Policy

Purpose

To investigate accidents/incidents so that causes can be determined, and corrective actions can be implemented to prevent recurrence.

Policy

At Division 15 Mechanical, the following types of incidents shall be fully investigated:

1. Accidents that result in injuries requiring medical aid.
2. Accidents that cause property damage or interrupt operations with potential loss.
3. Incidents that have the potential to result in (1) or (2) above, such as close calls or near misses.

Any other reportable incidents (refer to P. 160) must be reported to the WSBC/WCB or other regulatory agencies as defined by the WCB Act.

Responsibilities

1. Workers shall report all incidents as soon as possible to their immediate supervisor and assist in the investigation as requested.
2. Safety Department shall, with management, investigate any accidents with supervisors and workers. All information shall be recorded and discussed with co-workers.
3. Management, Safety Department, and Supervisors shall review all reports directly following the incident, and again at Joint Health and Safety meetings.
4. Joint Health and Safety Committee shall review investigations and make recommendations for corrective action, as required.
5. In the event of a serious or fatal injury the Construction Manager or General Manager shall notify the worker's family.

*As per the WorkSafe BC Standards, incidents will be reported within 48 hours

Management, and supervisors take courses through the BCCSA for investigation techniques and Division 15 safety provides reminders during foreperson meetings on the steps to take in the case of an incident.

Accident Investigations

A. Based on Seriousness of Incident
The manner in which an incident is investigated depends upon the severity of the incident. There are three (3) categories of severity:

1. Report Only, First Aid, Near Misses
Includes incidents requiring no first aid, incidents requiring first aid (but no medical treatment), and incidents having the potential to have caused injury.

The involved worker(s) and their supervisor will review the incident and a First Aid Report / Near Miss Report / Worker Statement will be sent to the Safety Department. If the incident had greater possibilities of injury or damage, The Safety Department will follow up with an **Accident – Incident Investigation Form.**

2. Medical Aid, Serious Near Miss
Includes injuries requiring treatment by a medical professional, and injuries having the potential to have caused serious injury or death.

Upon receiving the First Aid Report or Worker Statement, the Supervisor will contact the Safety Department who will complete the **Accident/Incident Investigation Form** listed in **Section D**. The completed form must be sent to the Construction Manager for review.

3. Lost Time/ Recovery at Work (RAW)
A lost Time injury is one serious enough to cause the worker to lose time from work. A RAW incident involves modified duties to accommodate the worker's injury.

Lost time incidents and RAW incidents are to be reported to the Safety Manager/ Safety Coordinator who will determine the degree of investigation needed, and who is to be involved. The supervisor, Safety Team, and Construction Manager must be informed if there is lost time before the end of the worker's shift.

If the intent is to provide modified duties for the injured worker, any parties asked to provide tasks for the worker will be notified, keeping in mind all confidentiality requirements.

B. Reporting to WorkSafe BC
Incidents will be reported to WorkSafe BC utilizing different methods, depending on the severity of the incident.

Major incidents include:
- Very serious bodily injury or fatality
- Explosion
- Major Fire
- Structural failure
- Cave-ins
- Gas leak
- Power line contacts, and
- Release of hazardous substances

The Safety Manager or Safety Coordinator or an assigned person will phone WorkSafe BC to report the serious incident. This call is made as soon as sufficient information is available to give a clear report and may be delegated initially depending on who is available.

C. Fatality
In the case of a worker fatality, the Construction Manager must contact:

- The worker's immediate family
- The President & CEO

D. Investigation Procedure
Incident investigations are to be done to determine causes and effects. Recommendations to prevent reoccurrence are to be made based on the investigation.

E. Reporting
To be of value this information must be made available to all those who may be affected by similar incidents. Write the report so others may understand it, and so it may be photocopied.

The incident investigation report must include:

- The date, place, and time of the incident
- The names and job titles of all persons injured in the incident
- The names of witnesses
- A detailed description of the incident
- A statement of the sequence of events which preceded the incident
- Identification of any unsafe conditions, acts or procedures which contributed in any manner to the incident
- Recommended corrective actions to prevent similar incidents with completion date, and
- The names of the person(s) who investigated the incident.

F. Investigation
The investigation is to be done by a safety representative, injured person (when possible), and company representative. Other participants may include: witnesses, customer representatives, WORKSAFE BC officials, the General Manager, etc.

There is to be a team leader who will direct the activities. This person will brief the others as to how the investigation is to be conducted. All involved, and witnesses, are to be interviewed in a quiet, comfortable atmosphere, if possible. Individuals are to be allowed to tell their story. The interviewer should seek clarification but avoid confrontation. **The intent is to find causes, not to assign blame**.

A tour of the scene may be necessary to clarify details of the incident.

The team then reviews the accumulated information, and the incident report is filled in. Recommendations should then be made. The team will be held accountable for the feasibility of these recommendations and for their follow-up.

Major Accident Reporting Protocol

For an accident that causes **ANY** of the following:

1. A worker's death or possible death
2. A lost limb or major burn injury
3. Structural damage to any building
4. Loss of a construction vehicle
5. Major chemical spill
6. Environmental danger
7. An event that is major in its affects to people, environment or structure

Immediately phone the Construction Manager; if not available phone the Safety Department; if not available phone the Office Manager. If none of these people are available, phone WorkSafe BC.

1.	Construction Manager	Scott McDowall	604-830-1344
2.	Safety Manager	Amanda Lambert	604-721-0304
3.	Office Manager	Catherine Gallant	604-214-8794
4.	WorkSafe BC	1-888-621-7233 (Mon. – Fri. 8:30 – 4:30) After Hours 1-866-922-4357	

ELEMENT 11

Emergency Preparedness

Emergency Response Procedures

Policy Statement

It is Division 15 Mechanical Ltd.'s policy to conduct business in such a way that it will prevent the occurrence of any accident or incident that will either affect human health and safety, or will cause any damage to the environment. In the event of an accident or incident occurring, the employees of Division 15 Mechanical Ltd. will react quickly and sensibly to minimize the effects. If the accident or incident is beyond the control of the employees of Division 15 Mechanical Ltd., the appropriate outside agencies will be notified. Any public or media inquiry will be handled by the General Manager or Construction Manager.

Purpose and Scope

The purpose of Division 15 Mechanical Ltd.'s Emergency Response Procedures is to ensure that every employee is aware of the potential hazards that are present in the workplace. The manual outlines the responsibilities of employees in the case of an incident or accident. When employees are aware and educated about the dangers that exist in the workplace, emergencies can be minimized and the safety of personnel maintained. Moreover, this will minimize any instances of "down time" and any associated extra operating costs due to any loss of personnel, property and/or fines.

All Division 15 Mechanical Ltd. employees shall do site orientations with the site General Contractor's safety personnel, to make sure our protocol follows what is needed by the General Contractor governing a work site and provides site specific details.

When Division 15 is acting as the General Contractor, we will coordinate an emergency response with the sub-trades on site.

The Joint Health and Safety Committee shall review the procedures annually or more frequently, if needed.

Fire

Fires can generally be prevented by ensuring all equipment is well maintained and used carefully as well as by maintaining a clean work area, wearing appropriate fire rated clothing or leathers when required and monitoring hot work. All employees are trained in how to use a fire extinguisher effectively. Type ABC Fire Extinguishers are located in strategic locations where fire hazards exist to enable quick response. In addition, fire extinguishers must be checked annually by qualified personnel to ensure they are in proper working order.
There are 4 classes of fires. Each class is based on the type of combustible material involved.

Class A – These types of fires involve the combustion of cloth, paper, plastic, and wood materials. This class of fire can be extinguished with water or a Type ABC Extinguisher.
Class B – These types of fires involve flammable liquids or gases such as diesel fuel, gasoline, and grease. This class of fire can be extinguished by eliminating the fuel source or with a Type ABC Extinguisher.
Do not use water to extinguish this type of fire.
Class C – These types of fires are electrical fires and can be extinguished by a Type ABC Extinguisher. **Do not use water to extinguish the fire unless all the power has been eliminated to the area.**
Class D – These types of fires involve the combustion of metals such as magnesium or highly flammable liquids such as acetone. For these types of fires **contact 911 immediately. Do not attempt to extinguish this type of fire.**

If the situation cannot be controlled with resources available at the site, then;

1. If there is a fire alarm located in the building, ensure that it has been sounded.
2. Close any doors, especially fire doors if possible as you exit using the closest exit. (Do not use the elevators)
3. Focus on the safety of all tenants, co-workers and yourself.
4. Immediately contact the Fire Department (911) and notify the site Foreperson. Relay the facts i.e. What floor? What size is the fire? Is it spreading quickly or slowly?
5. Assemble at the muster point, away from fire. The Foreperson conducts head count.
6. The Foreperson informs the GC and emergency personnel of any missing persons and assists in any way requested.
7. The Foreperson is to contact the head office.

If the situation can be dealt with safely then proceed with the following steps;

1. Attack the fire with the appropriate fire extinguisher or water (unless Electrical or class D) until the flame has been extinguished. P.A.S.S. – **P**ull the pin, **A**im at the base of the fire, **S**queeze the trigger, **S**weep back and forth to smother the fire.
2. Open up the wall or ceiling space beyond where the fire may have had any chance of spreading to check it has not travelled.
3. Eliminate surrounding ignition sources (insulation etc.) and power to affected area.
4. If in a wood frame building, completely soak the surrounding area with water to eliminate any re-ignition.
5. Contact the Foreperson immediately after the fire has been extinguished.
6. The Foreperson is to notify the site superintendent and contact head office.

Loss of Power

1. Foreperson or Office Administrator notifies B.C. Hydro and attains probable outage time **(Emergency #1-888-769-3766)**.
2. Foreperson notifies the Superintendent and the Office Administrator notifies the shop and office of the problem and informs him/her of the probable outage time.
3. Wait for further instructions.

Mobile Roll-Over

1. **Switch off the engine** and all power to every part of the vehicle, if possible.
2. Exit the vehicle.
3. **Assess the accident scene** for other persons involved.
4. If anyone involved in the accident is injured, **follow incident procedures**.
5. **Use the Enviro-kit/ Spill Kit** to prevent any spread of oil, diesel fuel, or hydraulic fluid.
6. **Contact the Foreperson** and inform him/her of the incident and the location.
7. The Foreperson will **contact the local police** department in the case of a death.
8. The Foreperson is to **notify the Superintendent** of the incident.
9. Head Office will **inform the appropriate agencies** in the event of a spill incident.

Leak or Loss of Natural Gas

In the event of a Natural Gas leak or rupture of a gas line, the gas will move upward because it is less dense than air. This can pose a serious threat of explosion if the gas comes into contact with an ignition source.

If the leak cannot be stopped, proceed with the following steps;

1. If safe to do so, close the gas meter valve. To close the gas valve at the meter, use a crescent wrench to turn the valve ¼ turn in either direction. If this does not stop the leak, then notify the Foreperson.

If the discharge of gas can be stopped;

1. **Close the gas meter valve**.
2. **Eliminate all surrounding ignition sources.**
3. **Notify the Foreperson** of the problem and any delays.
4. The Foreperson will **inform Fortis BC** of the occurrence.
5. In the event of a leak or rupture of a gas line Head Office will **inform the appropriate organizations**.

Explosion

An explosion can result from flammable gas that comes into contact with an ignition source following discharge from a container, or a combustible dust (wood grain).

If an explosion occurs, proceed with the following steps;

1. Inform the Foreperson.
2. The Foreperson will **immediately contact 911** and inform the **Site Superintendent and Construction Manager,** if practical.
3. If the explosion has taken place in proximity to a Natural Gas Line, immediately close the gas meter valves. (turn the valve ¼ turn in either direction)
4. All employees are to meet at the Muster Point, if possible.
5. The Foreperson will conduct a head count.
6. The Foreperson will instruct persons to conduct a final sweep of the site, if safe.
7. Notify Head Office.

Evacuation Plan

If a worker sees an incident…

1. If incident is small and can quickly be handled, they should do so.
   a. If unsure, contact a Supervisor who will make the decision.
   b. If the incident was handled and everything is safe, the site Safety Officer should be notified.
2. If the incident was not safely handled, an air horn should be sounded.
   a. Upon hearing an air horn, everyone should proceed to the muster area, where a head count is taken.
   b. If the muster area is not safe, then the supervisor should move the crew to safe area to continue head count.
3. Supervisor will inform the General Contractor and emergency response personnel of missing people and/or any casualties.

An Accident/Incident Causing Injury

1. Assess the situation and **ensure the safety of yourself** prior to helping the victim.
2. **Eliminate** any **surrounding hazards** that may be present, when possible.
3. Designate another person to **inform the resident first-aid attendant,** or to **call 911.**
4. Ensure that the designated **person reports back** to the accident scene upon contacting the first-aid attendant or 911.
5. **If a chemical is involved, obtain the corresponding SDS to give to the emergency attendant.**
6. If the incident involves an employee being transported to a hospital, have the appropriate supervisor inform the immediate family of the incident and the hospital to which the victim was transported.
7. The **accident scene is not to be tampered with** until an investigation has been conducted **under the direction of the Superintendent or the Foreperson.**

NOTE: Safety Data Sheets (SDS will be in the First Aid Room, site office or in the Safety Software).

First Aid

Division 15 holds a high priority for First Aid to be on site and readily available for our personnel, at all times. As such, Division 15 Supervisors all have Basic First Aid, Lead Hands have Basic or Intermediate, the Safety Manager and coordinator have a minimum of Intermediate. The General Contractor on each job, whether that is Division 15 or our client, is responsible for onsite First Aid.

As a subcontractor, each Supervisor is equipped with a Basic First Aid Kit and a company cell phone; inside their kit they have an eye wash bottle in case of such emergencies. As a general contractor, appropriate First Aid Supplies are provided in the job shack/ site office/ Foreperson's truck. These supplies are for the use of the designated First Aid Attendant(s). It is the responsibility of the First Aid Attendant to verify the contents of the First Aid room / kit on the first workday of each week & at the beginning of each project. Any missing supplies should be replaced.

If a worker needs first aid supplies at the end of a shift, or on afternoon shift (after the designated First Aid Attendant has left the site), the employee should inform the First Aid Attendant the next morning of both the supplies that were used and of the injury that occurred. The First Aid Attendant will then fill in the First Aid Report and record the injuries.

Procedure

1. If Injured
    a) Get First Aid treatment immediately. If the injuries are severe or life threatening the First Aid Attendant will contact **911**.
    b) After receiving treatment, notify your supervisor or Foreperson and give them the General Contractor's completed First Aid Report and ask for a copy to be sent to the Safety Manager.
    c) Injured workers and witnesses must fill out a worker statement**.** For instructions on completing this report, refer to the next section, "First Aid Reporting". If an injury occurs after the First Aid Attendant has left the site, you may treat your own minor injuries using first aid supplies or contact **911** for emergency assistance.
    d) If you are sent to see a doctor, inform the First Aid Attendant and Safety or your supervisor of the doctor's name, address, and date and time of visit. Take a R.A.W. package with you.

2. If you see a doctor after work
    a) Report to your supervisor as soon as possible, indicating whether you will be off work and for how long.
    b) The following information will need to be reported: date, time, and history of the incident that caused the injury, names of witnesses, as well as the doctor's name, address, and the date and time of visit. Record the injuries in the worker statement. R.A.W. paperwork needs to be started (available on the safety software – RAW – 1 and RAW 2).

Transport

Injured workers can be transported by company vehicles or ambulances and taxis or rideshares. Personal vehicles may not be used to transport an injured worker to medical aid.

Chemical Spills

Ensure the safety of yourself and other employees and assess the situation.
If the **spill cannot be contained** with resources available at the site, then proceed with the following steps;

1. **Identify the chemical** by the product label or other observable characteristics, **if possible.**
2. **Immediately contact the Foreperson.**
3. The Foreperson contacts the Provincial Emergency Program (**Emergency #1-800-663-3456**).
4. The Foreperson will then contact the **Site Superintendent & Construction Manager.**

If the **situation can be dealt with safely,** proceed with the following step;

1. Identify the chemical by the product label or other observable characteristics.
2. **Define** the **affected area** by yellow tape or other bright colored material.
3. **Consult** the corresponding **SDS** to obtain information on toxicity, exposure limits, chemical properties, etc. NOTE: Safety Data Sheets (SDS) should be in the First Aid Room, site office or on the Safety Software.
4. Put on the appropriate personal protective equipment, according to the corresponding Safety Data Sheet.
5. **If safe** to do so, **stop the discharge** of the chemical.
6. **Contain the spill** with the appropriate absorbent material or other containment devices.
7. If the chemical is flammable, eliminate all surrounding ignition sources.
8. Notify the Site Superintendent to ensure the absorbent is recovered and disposed of correctly.
9. **Notify the Foreperson of *any* spill,** determine the cause of it, and discuss any preventative measures that need to be taken to ensure the incident does not reoccur.
10. Employees who are involved or witness a spill are to submit a worker statement report pertaining to the cause and measures taken in regard to clean-up (see SJP) and inform the Foreman.

For any spill that affects any outside property, water body, or meets the guidelines of the Ministry of Environment notify Head Office immediately and a designated person from Head Office will **notify the appropriate agencies**.

Earthquake

1. Remain calm
2. Drop (to the ground), Cover (take cover under a desk or table) and Hold On (remain there until the shaking stops)
3. Count to 60 after the shaking stops for items to settle before coming out of your safe spot.
4. Face away from windows to avoid any shattering glass.
5. Be prepared for any aftershocks.
6. Check for injured or trapped persons in your immediate area.

7. Free trapped persons if able to do so safely.
8. Call for assistance if unable to free trapped or injured persons.
9. Apply first-aid to injured persons and in the case of a serious injury, contact 911 or arrange for transportation to medical care in a company vehicle or a taxi, depending on severity.
10. Gather at the Muster Area.
11. Do not enter any buildings following the earthquake until deemed safe.
12. Foreperson will designate personnel to inspect water mains, fuel tanks, and operating systems.
13. If damage is detected to the water main, natural gas line or an electrical system, immediately turn off the system at the appropriate shutoff points.
14. If the Head Office cannot be contacted, turn on a battery powered radio and listen for public instructions.
15. Stay clear of all unstable structures as well as overhanging wires.
16. Locate emergency survival supplies.
17. Conduct evacuation procedures.

Waste Management Act

Spill Reporting Regulation
(Includes amendments up to B.C. Reg. 166/93)

Contents

8. Interpretation

In this regulation:
"Act" means the *Waste Management Act;*
"PEP: means the Provincial Emergency Program of the Ministry of Attorney General;
"Spill" means a release or discharge except as authorized or allowed by
(a) Section 3 of the Act,
(b) A waste management plan approved by the minister or under the Act, or
(c) a permit, approval or order under the Act into the environment of a substance in an amount equal to or greater than the amount listed in Column 2 of the Schedule of this regulation for that substance;
"Substance" means a substance, product, material or other thing listed in Column 1 of the Schedule to this regulation.

9. Report

(1) A person who had possession, charge or control of a substance immediately before its spill shall immediately report the spill to PEP by telephoning 1-800-663-3456 as provided in section 12 (5) of the Act. All spills should be reported within a few hours to help the recovery to be effective.

(2) Where it appears to a person observing a spill that a report under subsection (1) has not been made, he or she shall make the report referred to in this section.

(3) A report under this section shall include, to the extent practical,
(a) the reporting person's name and telephone number,
(b) the name and telephone number of the person who caused the spill,
(c) the location and time of the spill,
(d) the type and quantity of the substance spilled,
(e) the cause and effect of the spill,
(f) details of action taken or proposed
(g) a description of the spill location and of the area surrounding the spill,
(h) the details of further action contemplated or required,
(I) the names of agencies on the scene, and
(j) the names of other persons or agencies advised concerning the spill.

10. Further Action

Where a spill occurs, the person who immediately before the spill had possession, charge or control of the spilled substance shall take all reasonable and practical action, having due regard for the safety of the public and of himself or herself, to stop, contain and minimize the effects of the spill.

11. Schedule

Reportable Levels for Certain Substances (am. B.C. Reg. 166/93.)

In this Schedule:
"Federal Regulation" means the Transportation of Dangerous Goods Regulations made under the *Transportation of Dangerous Goods Act* (Canada);
"Special Waste Regulation" means B.C. Reg. 63/88.

Item	Column 1 Substance spilled	Column 2 Specific amount
1	Explosives of Class 1 as defined in section 3.9 of the Federal Regulations	any
2	Flammable gases, other than natural gas, of Division 1 of Class 2 as defined in section 3.11 (a) of the Federal Regulations	10 kg, if the spill results from equipment failure, error or deliberate action or inaction
3	Non-flammable gases of Division 2 of Class 2 as defined in section 3.11 (d) of the Federal Regulations	10 kg, where spill results from equipment failure, error or deliberate action or inaction
4	Poisonous gases of Division 3 of Class 2 as defined in section 3.11 (b) of the Federal Regulations	5 kg, where spill results from equipment failure, error or deliberate action or inaction
5	Corrosive gases of Division 4 of Class 2 as defined in section 3.11 © of the Federal Regulations	5 kg, where spill results from equipment failure, error or deliberate action or inaction
6	Flammable liquids of Class 3 as defined in section 3.12 of the Federal Regulations	100 L

7	Flammable solids of Class 4 as defined in section 3.15 of the Federal Regulations	25 kg
8	Products or substances that are oxidizing substances of Division 1 of Class 5 as defined in section 3.17 (a) and 3.18 (a) of the Federal Regulations	50 kg
9	Products or substances that are organic compounds that contain the bivalent "-0-0-" structure of Division 2 of Class 5 as defined in sections 3.17 (b) and 3.18 (b) of the Federal Regulations	1kg
10	Products or substances that are poisons of Division 1 of Class 6 as defined in section 3.19 (a) to (e) and 3.20 (a) of the Federal Regulations	5 kg
11	Organisms that are infectious or that are reasonably believed to be infectious and the toxins of these organisms as defined in sections 3.19 (f) and 3.20 (b) of the Federal Regulations	any
12	Radioactive materials of Class 7 as	All discharges or a radiation
	Defined by section 3.24 of the Federal Regulations	Level exceeding 10 mSv/h at the package surface and 200 uSv/h at 1 m from the package surface
13	Products or substances of Class 8 as defined by section 3.25 of the Federal Regulations	5 kg
14	Miscellaneous products or substances of Division 1 of Class 9 as defined by section 3.27 (1) and (2) (b) of the Federal Regulations	50 kg
15	Miscellaneous products or substances of Division 2 of Class 9 as defined in section 3.27 (1) and (2) (b) of the Federal Regulations	1 kg
16	Miscellaneous products or substances of Division 3 of Class 9 as defined in section 3.27 (1) and (2) (c) of the Federal Regulations	5 kg
17	Waste asbestos as defined in section 1of the Special Waste Regulation	50 kg
18	Waste oil as defined in section 1 of the Special Waste Regulation	100 L
19	Waste containing a pest control product as defined in section 1 of the Special Waste Regulation	5 kg
20	A substance not covered by items 1 to 19 that can cause pollution	200 kg
21	Natural gas	10 kg, there is a breakage in a pipeline or fitting operated above 100 psi that results in a sudden and uncontrolled release of natural gas

[Provisions of the *Waste Management Act,* R.S.B.C. 1996, c. 482, relevant to the enactment of this regulation: sections 12, 57]

ELEMENT 12

Safety Metrics (Records and Statistics)

Records and Statistics

Division 15 Mechanical is committed to keeping all records of how our safety program is functioning. This data is used to identify any trends in occurrences so that corrective action can be taken. Each of our sites shall have access to records of all inspections, toolbox meetings, accidents, training, hearing tests, and all necessary meetings and information sheets. All first aid reports will be accumulated, monthly reports generated, and trends tracked to be reviewed by Joint Health and Safety Committee. The Safety Department will be responsible for recording all pertinent information and generating the necessary reports to track trends and inform management and supervisors at the monthly Joint Health and Safety meetings so necessary precautions can be implemented.

Medical records shall be kept confidential and stored for a minimum of three years. 3 months of the Joint Health and Safety committee meeting reports shall be posted online and on the bulletin board at each site for all the employees to see. Training records shall be reviewed by the Safety Manager and training plans developed so management can approve the related costs.

All aspects of the recording and statistical analysis of the company shall be reviewed and the process updated as necessary by the Joint Health and Safety Committee at annual meetings, or more frequently, as required.

Injury Records

All injury and incident reports, investigations, records, and other documentation will be retained for three years from the end of the management of the injury (i.e. Return to Regular Duties), or investigation of the incident. Hard copies of these documents will be stored in locked digital file as per privacy law.

For the purposes of the Total Recordable Injury Frequency Rate, injuries/incidents will be categorized as follows:

Near Miss	Non-Recordable
First Aid	Non-Recordable
Medical Aid – One time visit with no intrusive treatment required	Non-Recordable
Medical Aid – Multiple visits and/or intrusive treatment required	Recordable
Modified Duties / Recover at Work (RAW)	Recordable
Lost Time	Recordable

Injuries and incidents will be reported to WorkSafe BC as per the regulations.

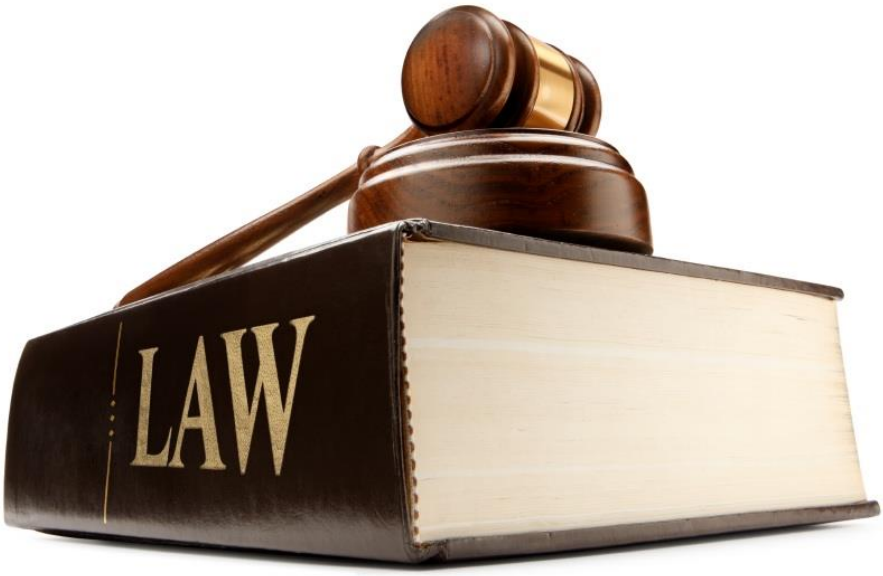
Tracking of Injury Statistics

Near Miss, First Aid, Medical Aid, Recovery at Work, and Lost Time cases are documented, and the statistics distributed to all staff weekly, reviewed by the JOHS Committee monthly, and by Management annually, or more often as required.

Trends will be identified, and Action Plans formulated to address any issues that these statistics bring to light.

ELEMENT 13

Legislation



Legislation

1. All WorkSafe BC regulations, and BC's OHS manual will be available to all employees either electronically or in hard copy. Both forms of the regulations shall be in the Foreperson's office or his truck when no site office is available.

2. All medical program requirements are to be covered in the Recover at Work section of this manual.

3. All personal exposure programs will be covered by the Recover at Work program and the results will be stored within personal incident files.

4. Education will be provided on regular basis for employees to better understand the regulations and Work Safe BC Acts that govern us in our workplace.

5. Toolbox meetings shall be informative sessions teaching and reinforcing all applicable safety regulations to our employees.

6. Safe Work Practices and Safe Job Procedures are both forms of regulations for all Division 15 employees.

7. Our sub-trades will be expected to adhere to and follow Division 15 Mechanical's Safety Policies and other pertinent regulations, CSA standards, manufacturer recommendations, and Industry Best Practices for their tasks.

The Joint Health and Safety Committee shall review the Regulations and Acts at annual meetings, or more frequently, if needed.

ELEMENT 14

Joint Occupational Health and Safety (JOHS) Committee

Objectives of the Joint Occupational Health and Safety Committee

1. To improve communications between the company and all personnel in every department and share information about the day-to-day safety activities, events and developments that transpire.
2. To improve upon established processes or introduce new processes, intended to eliminate or minimize personal injury, equipment & property damage or harm to the environment.
3. To allow all committee members to feel comfortable about making suggestions or speaking openly and honestly about safety concerns.
4. To provide an open forum/outlet for all personnel to be able to partake in the company's business of health and safety.
5. To remain abreast of current industry standards and safety regulations and to incorporate them into the safety processes of the company.
6. To ensure the safety program is managed, monitored and remains true to its purpose by assessing it through statistical data, incident reports, inspections, safety audits and the like.
7. To ensure the company and its personnel are working in a spirit of consultation with regard to the health and well-being of all personnel.

Responsibilities Regarding the JOHS Committee

Senior and Middle Management

1. Provide reasonable time for the committee to conduct its scheduled meetings.
2. Provide resources to allow the committee to be successful (time, money, facilities, support).
3. Remain open minded and consider all reasonable requests/recommendations made by the Joint Committee on behalf of all personnel.
4. Be aware of key safety issues, both in the office and the field.
5. Help enact changes to the safety program when needs arise.
6. Monitor training and education opportunities/requirements are provided/fulfilled.
7. Encourage all personnel to take an active interest in safety, the safety culture, improving the safety processes, and supporting the Joint Committee.
8. Demonstrate support and follow-through by actively implementing recommendations.
9. Demonstrate a keen interest in the efforts and accomplishments of the Joint Safety Committee.

Joint Occupational Health and Safety Committee

1. To consult with workers and management about safety issues, and present management with reasonable recommendations to help prevent incidents from recurring.
2. Review reports, statistical data and the general status of the safety program; ensuring it is continually kept up to date with current standards and practices.
3. Develop annual objectives and implement plans to monitor methods of operations are in accordance with the jurisdiction in which the company is conducting business.
4. Make recommendations to the employer on educational programs or certifications that promote leadership development in addition to the health and safety of all personnel.
5. Consider all and deal expeditiously with concerns from personnel relating to the health and safety of workers.
6. Whenever feasible, include committee members in safety inspections in the field, office or shop/yard. At the very least, review and discuss any safety concerns brought up through the inspection process and suggest corrective actions if none have been suggested.
7. From time-to-time, consider improvements on or changes with the selection and provision of basic and specialized personal protective equipment.
8. Discuss and review any current incidents (personal injury, vehicle accident, near miss, etc.), along with their causes and means of prevention through corrective action. Ensure these incidents are shared with personnel as learning opportunities.
9. Encourage any and all personnel at every level to attend any Joint Committee meeting as a guest of the committee.
10. To follow-up and monitor recommendations made by the committee are being implemented and followed through.

Superintendents, Forepersons and Lead Hands

1. To always be receptive to safe work discussions or questions regarding safety with all personnel.
2. To encourage workers to be familiar with the Joint Safety Committee, it's purpose and function.
3. To ensure that Joint Safety meeting minutes are either reviewed with workers in safety meetings and or have them posted or readily available for workers to review at their leisure.
4. To lead by example in the field by following and supporting the recommendations made by the Joint Committee for the benefit, health, and safety of all workers.
5. To bring forward to the committee any questions, suggestions or concerns from personnel.
6. Strive to ensure that each worker fully understands the safety issues brought forward by the committee and that they comply with the recommendations assigned to them.

Workers

1. To actively participate and/or engage in toolbox meetings, safety meetings, investigations or inspections with the Joint Health & Safety Committee.
2. To cooperate, follow through, and implement the recommendations made by the Joint Health & Safety Committee to help create a safe workplace.
3. To ask questions, bring forward ideas/suggestions or any safety concerns in a timely and professional manner to any JOHS Committee member.
4. To know who is on the committee and how to reach them.
5. To be familiar with the role, purpose and function of the Joint Occupational Health and Safety Committee.

Joint Health and Safety Committee Terms of Reference

A. Purpose

1. To create and maintain an active interest in health and safety and to help stimulate an involvement in and awareness of health and safety issues.
2. To discuss and take action on principal accident/incident causing conditions in order to reduce potential or frequency.
3. To help identify problem areas in the Health and Safety Program and recommend policies and procedures to effectively deal with these problems.
4. To monitor compliance of the WorkSafe BC Occupational Health & Safety Regulations and to report findings to Management.
5. To maintain a positive and cooperative relationship between workers and management.
6. To consider and expeditiously deal with concerns, questions, and reports relating to the health and safety of workers.
7. To advise the employer on changes to the workplace affecting the health and safety of workers.
8. To monitor that accident investigations and regular inspections are done and to participate in them.
9. To carry out any other duties or functions prescribed by regulation. (See Workers Compensation Act Part 2 Division 5)

B. Structure

1. Made up of equal representation from the workforce and management. The minimum will be four (4) persons. Representatives will be selected as per the Workers Compensation Act Sections 34 and 35.
2. The Committee will have two (2) co-chairs, one selected by the worker representatives and the other selected by the employer representatives. Responsibility for chairing the Committee will alternate between the worker representative and the employer representative on an annual basis.

C. Meeting

1. The Committee will meet, at minimum, once a month on the second Tuesday of every month at 2pm.
2. Special meeting may be called to deal with extraordinary events when required.
3. Members who cannot attend a meeting are requested to provide an alternate.

D. Duties

1. Acting Chairperson
   a) Schedules meetings.
   b) Approves the agenda.
   c) Presides over the meeting, guiding it as outlined in the agenda.
   d) Ensures the Committee fulfills its mandate.
   e) Ensures the Committee presents an unbiased viewpoint.
   f) Assigns Committee projects to members.

g) Reviews and approves the minutes prior to distribution.
h) Invites specialists and guests as required.

2. Co-Chairperson
   a) Keep all pertinent records.
   b) Receives information from members for the agenda. Ideally, the agenda should be distributed with the notice of the meeting.
   c) Notifies members of the meeting at least one (1) week in advance.
   d) Takes notes at the meeting and has the minutes typed up.
   e) Distributes safety information to the Committee members.
   f) Acts as Chairperson if necessary.
   g) Instructs and orients all members on the duties, goals and functioning of the Committee.

3. Members
   a) Review the minutes and the agenda.
   b) Submit items for the agenda.
   c) Participate in discussion, without sidetracking issues.
   d) Listen to other points of view.
   e) Represent the crew and items they may bring up. This should not include "Fix-it" items unless they have not been taken care of properly at the worker-supervisor level.
   f) Communicate what was discussed at the meeting with the crew.

E. Posting

At each workplace where workers are regularly employed the employer must post and keep posted:

1. The names and work locations of the Joint Committee members or worker representatives; and
2. The reports of the three (3) most recent Joint Committee meetings are posted at the office in the kitchen and on Salus in Documents for the field.

F. Annual Review

An *annual review* shall be undertaken each year of Division 15 Mechanical's Health and Safety manual. It will include a formal discussion about the development and *performance of the enclosed policies and procedures*. The *review* is a planning process to set a plan of action for the next year and to *review* what has been achieved in the last period and what is needed going forward.

ELEMENT 15

Employee Wellness

Employee Wellness Policy

Division 15 Mechanical understands that the success of the company is dependent on the well-being of its employees and will keep the mental and physical health of its employees a high priority. Division 15 Mechanical is dedicated to researching, planning, implementing, and reevaluating the wellness program to promote the health, safety, and well-being of its employees.

The Employee Wellness section will cover Working Alone, Workplace Bullying and Harassment, Ergonomics, Hearing Conservation, Safe for Duty, and Recovery at Work. This policy will include a brief description of each of the above subsections and each subsection will have an in-depth Code of Practice. The Recovery at Work subsection shall also have a separate Policy.

Hearing Conservation
Hearing is an important part of our day to day lives and the conservation of it is important to our vision of a healthy and safe workforce. Division 15 will coordinate with sites to have workers tested annually and the results tracked in the best interest of the worker's well-being. General Contractors are responsible for noise conservation on job sites, but even when we are acting as a subcontractor, a list of the noise generated by our tools or tasks will be compiled and workers will be educated on hearing conservation. A complete breakdown of how the program will be implemented is in the Code of Practice for Hearing Conservation.

Ergonomics and MSI Prevention
Musculoskeletal Injuries are common in the construction industry and as such, we have developed a Code of Practice for Ergonomics. This will include a list of responsibilities for Management, Supervisors, and Employees. Ergonomics is not only Physical, but also Organizational and Cognitive. Division 15 will strive to cover all aspects of ergonomics in the Code of Practice.

Workplace Harassment and Bullying
Division 15 is committed to providing a positive, safe, and rewarding work environment free from bullying, harassment and discrimination in any form. Division 15 will not tolerate any form of this behavior. Our company's Code of Practice describes how this will be achieved within all levels of the company and all responsibilities will be explained.

Safe for Duty (Drug, Alcohol, and Fatigue)
All employees and subcontractors are entitled to a work environment that encourages productivity, efficiency, security, satisfaction, and a general assurance of having a safe and healthy work environment. Division 15 will work to maintain an environment in which all workers can expect that coworkers and other trades are both mentally and physically fit for duty at the start of, and throughout, their shift. The Code of Practice will explain how this will be achieved.

Working Alone
Working alone on a construction site can be hazardous for an employee; with Division 15's continual effort to provide a safe work environment, we will endeavor not to have anyone working alone on our sites. If it is required for someone to work alone, the Code of Practice details responsibilities regarding monitoring the employee through ongoing, pre-organized communication.

Psychological Wellness
Psychological Wellness incorporates all of these policies and more. Division 15 will strive to monitor employee wellness and explore avenues to help our employees, following the National

Standard of 13 Psychosocial Factors in a venture to strive for employee wellbeing. With Risk Reduction, Early Detection, Appropriate Action, and Confidentiality, Division 15 will work towards a healthy psychosocial environment.

The physical and mental health of Division 15 employees is a priority. Employee Wellness contributes to the enjoyment of private lives as well as work lives and contributes to the effectiveness of workers and thereby the success of the company's projects.

The Policies and Codes of Practice will be reevaluated annually by the JOHS and Safety Management committees as needed, and by the Safety Department on an ongoing basis.

Dinos Hadjiloizou, M.Eng., MBA, LEED AP
President & General Manager

January 22, 2025
Date

Code of Practice: Hearing Conservation

Division 15 Mechanical Ltd. will maintain a hearing conservation program to provide a safe and healthy environment for its workers. The program will be compliant with WorkSafe BC regulations and any standards that affect the quality of our employees' work environment. The program and test results will be reviewed on an annual basis.

Hearing Conservation Program

1. Noise Assessment and Monitoring
   Noise monitoring on site is the responsibility of the Prime Contractor. Division 15 Mechanical Ltd. will make reasonable efforts to monitor noise levels whether Prime or Subcontractor. Charts relaying noise levels of tools that we utilize will be made available to workers on site and workers will be educated on acceptable noise levels.

2. Noise Control and Hearing Protection Devices
   To reduce noise levels, Division 15 will substitute quieter equipment, modify equipment, or engineer controls. Where it is not practical to reduce noise levels and noise levels are above 85db, workers will be required to use hearing protection. Employees will be provided earplugs at all sites; earmuffs will be provided upon request.

3. Annual Hearing Tests
   Division 15 Mechanical requires its employees to be tested annually. Hearing tests are the responsibility of Prime Contractors, who coordinate hearing trucks to visit job sites for testing. Division 15 employees will participate in on-site testing annually and data from those tests will be collected and reviewed for the well-being of the employees.

Through communication and education, Division 15 will endeavor to keep our employees safe and healthy. Hearing loss can have a psychological effect on employees and that affects home and work life. Communication within the company will be key to keeping our workforce safe and healthy.

Code of Practice: Ergonomics and MSI Prevention

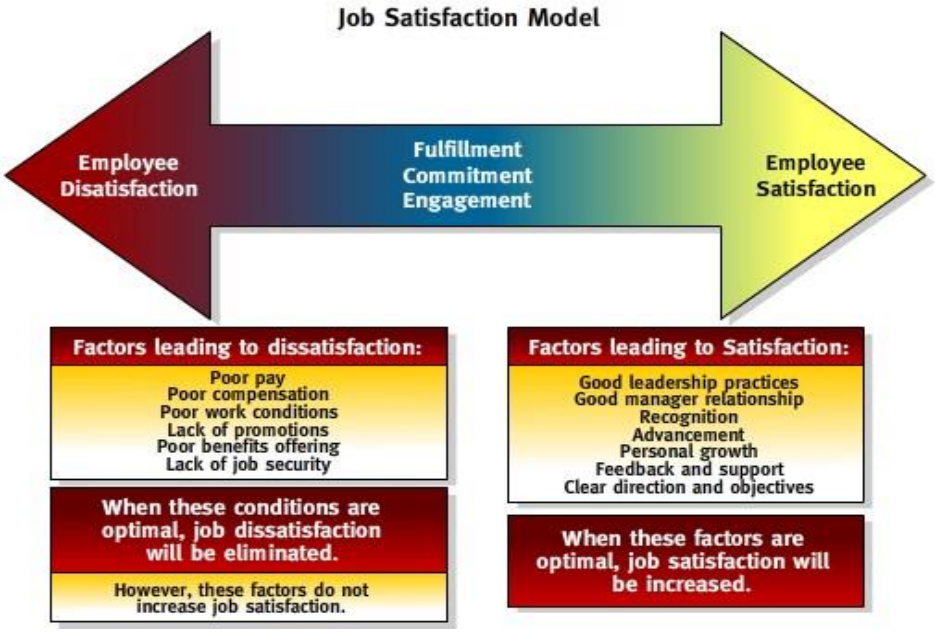
Ergonomics is defined by many organizations as Human Factors or making the work environment suit the worker. Division 15 recognizes that ergonomics affects workers' quality of life. The goal of Division 15 Mechanical is to provide ergonomic assessment on reported issues and to provide recommendations for improvement. We do this by analyzing our work environment and finding hazards and their controls. With practices, procedures and education we have a good base to build a safe and healthy environment.

There are 3 distinct streams of ergonomic classes:

Physical ergonomics: considers the relationship of anatomy, physiology, anthropometry, and biomechanics to physical activity. It will reference working postures, repetitive movements, musculoskeletal disorders (i.e. non-traumatic soft tissue injuries), physical capacity for work or fatigue, manual material handling (i.e. lifting, carrying, pushing, and pulling), and workplace layout.

Cognitive ergonomics: considers how the worker perceives their work environment. Are they aware of their ability to identify safety issues through signs and warnings in their environment? Do the warnings stand out and can the worker recognize the dangers?

Organizational ergonomics: considers the optimization of socio-technical systems; i.e. the interaction between people and technology in the workplace. This includes work design, job enrichment, job enlargement, job rotation, motivation, task analysis, process improvement, job satisfaction, self-managing teams, etc.



Roles and Responsibilities

Management

- Ensure that the workplace and work processes are assessed to identify risk factors leading to musculoskeletal injuries.
- Analyze first aid reports and investigations to identify weaknesses.
- Eliminate, or where it proves to be impractical, minimize identified risk factors contributing to the development of MSIs.
- Ensure that Ergonomics and MSI education/awareness is provided to all employees.
- Support MSI prevention activities, including cognitive or organizational controls that have been implemented.

Supervisors

- Monitor that employees receive training and education in the ergonomically correct use of furniture, equipment and tools.
- Implement ergonomic change necessary to prevent, eliminate or mitigate risk with respect to all physical, cognitive or organizational streams.

Employees

- Follow established safe work practices and participate in ergonomic training and education.
- Report all MSI occurrences to their supervisors when they occur.
- Report to their supervisors any concerns relating to the ergonomic fit of their workstation, equipment, or tools required to do their job.
- Report any cognitive or organizational issues in their work environment.
- Provide medical documentation to their supervisor when medically prescribed ergonomic accommodations are required.

JOSH Committee/Safety Advisors

- Analyze data from first aid reports, near misses, and investigation reports to help understand and find solutions for any ergonomic hazards in the workplace.
- Through education and training, suggest solutions or ideas to improve cognitive and organizational ergonomics.
- Help develop strategies for the implementation and review of the program.

Through continued communication, Division 15 strives to enhance our workers' health and wellbeing by making their work environment safe from ergonomic hazards.

Code of Practice: Workplace Bullying and Harassment

Division 15 Mechanical is committed to providing a positive, safe, and rewarding work environment free from bullying, harassment, or discrimination of any form. Bullying, harassment, or any form of discrimination are not tolerated on any worksite or office space.

Bullying or harassment can be defined as:

- Any inappropriate conduct or comment towards another person that is reasonable to assume would cause humiliation or intimidation
- This excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment

How to Recognize Bullying and Harassment:
Examples of conduct or comments that might constitute bullying and harassment include, but are not limited to: physical violence, or threat of physical violence, verbal aggression or insult, use of derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, or spreading malicious rumors. It also includes any degrading, threatening or offensive behavior, conduct, or display by any person that:

a) Is directed at a worker or a member of the public,
b) Constitutes a real or perceived threat to the health, safety or wellbeing of a worker, group of workers, or member of the public,
c) Is disrespectful to the race, creed, colour, gender, religion, marital status, physical characteristics, disability, sexual orientation, age, nationality, ancestry or place of origin of a person, or
d) Creates an intimidating, hostile or offensive work environment for a worker or group of workers.

This Code of Practice applies to all workers regardless of the work location and includes permanent, temporary, casual, and student workers. It applies to behavior on any company premises, including the office and the field, at company social functions, during work related travels, at conferences, or training, sessions/seminars, and includes work-related phone calls, electronic communications or any other method of communication.

It is understood and expected that all Division 15 personnel will:

a) Not engage in the bullying and harassment of others,
b) Report all bullying or harassment if observed or experienced, and
c) Comply with the company's policies and code of practice on bullying and harassment

It is important for site workers to realize that the construction industry is often known for its "tough" attitude. Some experienced workers may have an expectation for themselves and others, to be "tough" in situations like when injured, if feeling powerless or insignificant on the job, feeling humiliated, or even experiencing intentional bullying, harassment or threats. The younger generations, however, may be coming onto the worksite directly from high school, and grew up in a world where being "Politically Correct" was a requirement, not a threat to their sense of humour. Ideally, mentors will bridge this gap and strive to ensure that misunderstandings and differing expectations are managed in a healthy, safe and productive way. All workers should strive for

understanding and cooperation and should keep in mind that what one person finds funny, another might find offensive. Humour doesn't have to be at the expense of someone else.

Apprentices, new workers, and young workers should note that when deadlines are quickly approaching, mentors and/or supervisors may not have the time to assess the worker's competency, and the new worker may be assigned basic tasks such as cleanup or other labour jobs. This is not a reflection of the worker's ability to complete other tasks and should not be treated as such. This is an endeavor to ensure the worker's safety and the quality of the work. The assignment of these duties shall not be considered bullying or belittling. Bullying of a new or young worker due to the assignment of these tasks rather than more technical tasks shall not be tolerated. All work is important and contributes to the overall success of the project.

How should workers who experience or witness bullying and harassment respond? Who should they go to? When?
If a worker feels they are being bullied/harassed or thinks a coworker is being harassed they should report it immediately. Members of the Safety department are neutral parties with whom to speak. Reaching out to them can be done in a number of ways. IE: Phone, Text, Near Miss/Incident Statement on Salus Pro or a conversation when Safety is on site. If you prefer to speak with your foremen or another worker that is also ok. That person needs to report it to Safety so an investigation can be started.

If the person being reported is a supervisor or manager, Safety or Division 15's Office Manager can handle the situation and investigation.

Who is responsible for following up on complaints and incidents?
The Safety Department will start an investigation and listen to accounts of the grievance neutrally. Workers will be observed and involved parties or witnesses asked their observations

What should the report or complaint include?
Provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behavior and/or words led to the complaint. Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

What should you expect?
Division 15 Mechanical is committed to having a safe and friendly workplace, and to this end, will educate workers, lead by example, and investigate any incidents that may arise. Some solutions can be as simple as further education and some more complicated involving moving workers to separate sites. Given the sensitivity of surrounding allegations of bullying and harassment, in the course of an inspection, investigators will take care to protect sensitive and confidential information that they collect, either through a review of documentation or witness interviews. However, complete confidentiality cannot be guaranteed; full disclosure of information can occur during a review or appeal procedure involving WSBC or upper management. All persons questioned during an inspection by a WSBC prevention officer have the right to be accompanied by a person of their choice who is reasonably available during questioning, as is provided by section 80 of the *Act*.

Investigations

1. How and when investigations will be conducted

Most investigations at Division 15 Mechanical will be conducted internally. In complex or sensitive situations, an external investigator may be hired when necessary.

Investigations will:

- be undertaken promptly and diligently, and be as thorough as necessary given the circumstances
- be fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations
- be sensitive to the interests of all parties involved, and maintain confidentiality
- be focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses
- incorporate, where appropriate, any need or request from the complainant or respondent for assistance during the investigation process

2. What will be included

Investigations will include interviews with the alleged target, the alleged bully, and any witnesses. The investigator will also review any evidence, such as emails, handwritten notes, photographs, or physical evidence like vandalized objects.

If the alleged target and the alleged bully agree on what happened, then Division 15 will not investigate any further, and will determine what corrective action to take, if necessary. If the parties do not agree, investigation will continue until the investigator has gathered sufficient evidence to come to a conclusion/ solution.

3. Roles and responsibilities

The Safety Department is responsible for ensuring workplace investigation procedures are followed. Workers are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed.

The Safety Department will conduct investigations and provide a written report with conclusions to Upper Management and those involved in the allegation.

If external investigators are hired, they will conduct investigations and provide a written report with conclusions to the General Manager and Construction Manager.

4. Follow-up

The alleged bully and alleged target will be advised of the investigation findings by a member of the Safety Department.

Following an investigation, the Safety Department will review and revise workplace procedures to prevent any future bullying and harassment incidents in the workplace. Appropriate corrective actions will be taken within a reasonable time frame and all new procedures communicated to the field. In appropriate circumstances, workers may be referred to the employee assistance program or be encouraged to seek medical advice.

5. Record-keeping requirements

Division 15 expects that workers will keep written/ digital accounts of incidents to submit with any complaints. The Safety Department will keep a written/ digital record of all investigations, including the findings. These documents will remain locked and confidential to all non-essential parties.

6. Annual review

These procedures will be reviewed annually. All workers will be provided with a copy as soon as they are hired, and copies will be available on the digital safety program or sharepoint.

Code of Practice: Safe for Duty

All employees and subcontractors of Division 15 Mechanical, and any other trades, are entitled to a work environment that encourages productivity, efficiency, security, satisfaction and a general assurance of health and safety. To this end, all workers and members of the public should be able to expect that all workers, colleagues or coworkers are both mentally and physically fit for duty at the start of, and throughout, their shift.

Safe for Duty
Substance use or abuse (legal or illegal) as well as fatigue, can cause an elevated risk of safety occurrences that are unacceptable in a safety sensitive workplace. When a worker is under the influence of drugs, alcohol, or fatigue, these circumstances can pose a risk to themselves and others by creating hazards due to poor judgement, compromised decision-making abilities, and/or physical limitations such as slower reaction time. Substance use or abuse, and/or fatigue contributes to increased risk of safety occurrences, productivity loss, lower morale, absenteeism and in the case of substance abuse, even legal concerns.

Substances
Any prescription (or authorized) medication that may affect a worker's performance of Safety Sensitive duties must be made known to the worker's immediate supervisor so that a decision can be made as to whether the worker may remain on a safety sensitive workplace. In the case of marijuana authorization, the worker will be asked to seek alternative therapies from their physician that would not restrict their safety sensitive job placement. This information is kept in the strictest of confidence and will only be released to the appropriate persons in the event of a medical emergency that involves the worker, or in a case where legal obligations arise.

The consumption and/or possession of alcohol, THC products, or illegal drugs is prohibited by any worker from Division 15 Mechanical on any worksite, be it ours or a General Contractor's. Being under the influence on site will be recognized as a serious infraction of our company safety rules. Workers that appear to be under the influence while working will be removed from the worksite and immediately sent home in a safe manner. Any affected worker is subject to disciplinary action(s) up to and including termination of employment.

Testing
The requirement of undergoing a drug or alcohol test occurs under specific circumstances: A drug test will be required when the General Contractor (or Division 15 if the worksite is under our responsibility) requires one because of a serious accident, serious near miss, or any incident the General Contractor deems worthy of a drug/alcohol test. Additionally, a drug or alcohol test will be requested by a trained supervisor who identifies that someone is at an increased risk of safety occurrences/incident that is unacceptable in their role. Failure to submit to a test or failure of a test may result in disciplinary action, up to and including dismissal from the worksite or termination of employment with Division 15 Mechanical Ltd.

Employee Assistance & Duty to Accommodate
Should any employee require information regarding assistance with a substance abuse issue, they are encouraged to discuss this with an immediate supervisor that they trust with this information, or the Office & Payroll Manager at head office. Drug and alcohol dependency counseling is made available through the Division 15 Employee Assistance Program or through a private or public agency of choice by the employee. An admission of dependency will not affect an employee's

employment status. Admission will trigger Division 15's Duty to Accommodate, which will be further explained on the following page. Anyone privy to these circumstances is required to be discreet and keep the information confidential.

Fatigue

Anyone can become fatigued, and the best way to cope with fatigue is to prevent onset. The continuous number of hours worked (with a minimum of 8 hours of rest between shifts) and the time of day worked (day shifts vs night shifts) need to be considered when developing work schedules. The work/life balance must be considered as to not overexert the worker and complete the project. Illness, stress, depression, and Auto-Immune disorders can cause fatigue.

Fatigue can cause difficulty with concentration, forgetfulness, muscle weakness, lack of motivation, anxiety, slower reaction time, and more. Being awake for at least 18 hours is the same as someone having a blood content (BAC) of 0.05%. Being awake for at least 24 hours is equal to having a blood alcohol content of 0.10%. In order to be considered Safe for Duty, a worker must not be fatigued to the point of being at increased risk of safety occurrences. A worker who is at increased risk of safety occurrences due to fatigue will be sent home in a safe manner. Division 15 will endeavor not to cause fatigue through scheduling. Supervisors must ensure all legal break requirements are met and that there are no fatigued workers performing safety sensitive duties on our worksites.

Taking these factors into consideration, all Division 15 Mechanical employees and subcontractors are expected to report to work on time and in appropriate mental and physical condition for their workday, and remain Safe for Duty throughout their shift.

Accommodation

The use of legal or illegal drugs, medications, recreational marijuana/ THC products, the consumption of alcohol, or being fatigued, whether on or off work, can affect the safe performance of work.

The company requires employees who use illegal drugs, or have an addiction or dependency problem with medications, recreational marijuana or alcohol, to seek assistance to stop using or deal with the use before they have an accident or near miss. Each site may have different acceptable limits and employees are required to follow the highest standard.

If an employee has a diagnosed medical condition or disability, Division 15 has a duty to accommodate the worker to the best of their ability without incurring hardship.

If an employee self-discloses or if it is reasonably determined that they are taking medications that may cause impairment or result in diminished functionality, Division 15 has a duty to accommodate to the best of their ability without incurring hardship.

If an employee requires a medication that is known to cause impairment, it is imperative that they notify Division 15. The medication includes any over-the-counter medications or prescription drugs including THC-containing cannabis products used for therapeutic purposes.

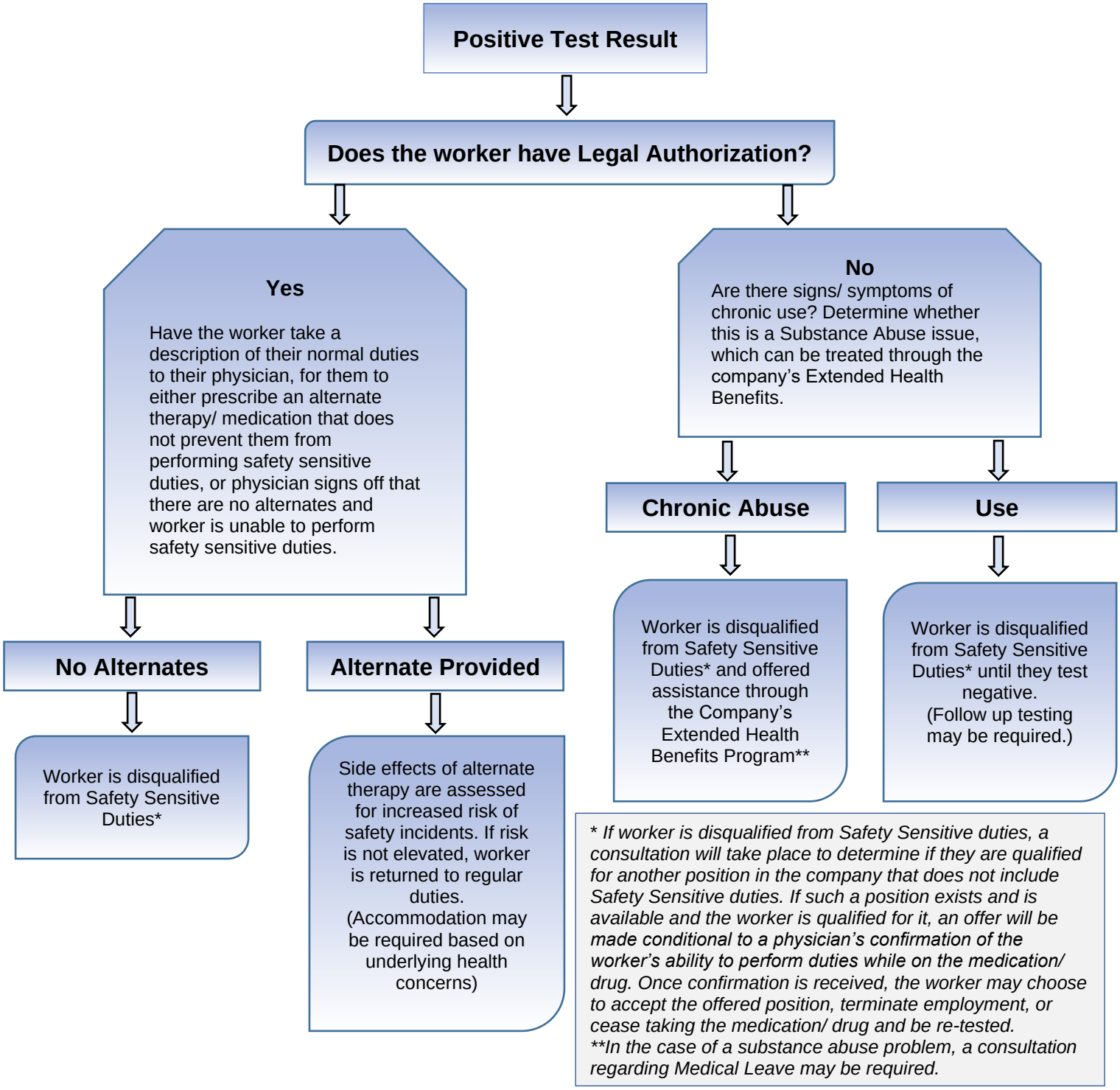
No employee will be disciplined for making a self-disclosure. Upon making a self-disclosure, the employee shall be placed on a medical leave of absence and shall be referred to an addiction specialist for a Confidential Addiction Assessment, which the employee will be required to attend. The medical leave of absence will be for a reasonable period of time to permit the Confidential Addiction Assessment to occur and to permit the return to work.

An employee will be allowed to return to work after a Self-Disclosure if he or she complies with the treatment recommendations (if any) of the addictions specialist, completes a recommended treatment program (if one is recommended) within a reasonable time frame, is cleared to work by an addictions specialist, tests negative on a drug/alcohol test, and signs a monitoring agreement. If the employee refuses to sign the monitoring agreement they shall be disciplined in accordance to the Safe for Duty – Drugs, Alcohol, Fatigue Policy, which may include termination. For clarity, a relapse after treatment will not detract from Division 15's commitment to accommodate a disability in accordance with this policy.

In order to properly accommodate an employee, Division 15 and the employee will share with the counsellor, physician or medical professional, a complete description of the job and related duties/responsibilities, the work schedule, that the position is classified as safety sensitive, and any other pertinent information.

NOTE: Division 15 has a duty to accommodate but, since marijuana impairment cannot accurately be measured, based on currently available technology and resources, we cannot adequately manage the safety risk arising from the use of marijuana. This inability to measure if an employee is Fit and Safe for Work creates an unacceptable safety risk and thus workers holding safety sensitive positions may not work while using any THC-containing products either therapeutically, or recreationally.

Drug and Alcohol Testing Flowchart



** If worker is disqualified from Safety Sensitive duties, a consultation will take place to determine if they are qualified for another position in the company that does not include Safety Sensitive duties. If such a position exists and is available and the worker is qualified for it, an offer will be made conditional to a physician's confirmation of the worker's ability to perform duties while on the medication/ drug. Once confirmation is received, the worker may choose to accept the offered position, terminate employment, or cease taking the medication/ drug and be re-tested.*
***In the case of a substance abuse problem, a consultation regarding Medical Leave may be required.*

Code of Practice: Working Alone

Division 15 Mechanical shall make every effort to monitor the safety of individuals working alone in a continued effort to provide our employees with a safe work environment.

Working alone or in isolation is defined as working in a situation where assistance would not be readily available in the case of an incident, accident or illness.

Working alone is not a usual occurrence for Division 15 employees, however, it may happen from time to time. Supervisors will endeavor to not have employees working alone, whether that be alone on site or alone in an area on site. There are circumstances that may not be foreseeable but can be mitigated with communication and education. This includes, but is not limited to, workers finishing a task and then moving from an area with other trades/coworkers in the vicinity to an area with no trades/coworkers in the vicinity, or supervisors being temporarily called away from site where there is only one other worker.

When a worker or supervisor must leave a worker by himself, that person shall, at one-hour intervals, communicate with the worker. Prior to leaving the worker, the chosen communication system will be checked as cell reception can be unreliable at times. Communications will include a check on the well-being of the worker, information exchange on new hazards that may have occurred since leaving site, and any new directions for the worker to follow. Examples of new hazards include site changes, adverse weather conditions such as heavy rain, snow, hail, lightning, etc., and other environmental factors that may cause hazards.

If a worker does not respond to the initial check-in call, the check-in person will try again immediately. If no communication is established, the check-in person will engage protocols to ensure the worker is safe. Protocol involves establishing the closest contact to the worker prior to leaving them alone and having communication lines open between all parties in case of emergency. The nearby contact will physically go to the worksite to look for the worker if they are not responding to the check-in call. This other party could be another worker or supervisor on a nearby site or a worker with Division 15 or any other trade that is in another area of the site. It is preferred that this additional contact have First Aid training, but not mandatory.

Code of Practice: Psychological Wellness

Division 15 will endeavor to maintain a healthy and safe environment by following the National Standards for Psychological Wellness. This Code of Practice will outline prevention through risk reduction and early detection, “Appropriate Action”, and, as always, confidentiality.

Risk Reduction

Prevention is always the most important facet of any safety program. Division 15 is proactive in preventing Workplace Psychosocial Factors from negatively impacting employee psychosocial wellness. The purpose of this practice is to understand all thirteen Psychosocial Factors (listed on the following page) so that Division 15 employees, supervisors, and management can reduce the potential psychosocial hazards to employees’ wellness.

Early Detection

Supervisors and Management in every department will strive to be conscious of whether their employees are missing or late for work, have significant personality changes, or if their productivity has gone down recently. If a supervisor recognizes signs of psychosocial stress in a team member, they are to refer the matter to a qualified* team member. As part of the Psychological Wellness Practice, it is the qualified team members’ responsibility to examine behavioral changes to determine if one of these thirteen Workplace Psychosocial Factors is responsible, or if an outside influence such as family or personal life is responsible.

All employees, including supervisors and managers, are encouraged to look out for their fellow employees and follow up with any concerns. Any concern can be raised directly with the employee, or confidentially with the Safety Department, HR Department, or the employee’s supervisor.

Employees should also monitor themselves for early signs of psychological stress and attempt to identify any contributing factors. Employees are encouraged to report any concerns confidentially to the Safety Department, Administration/ HR Department, or any supervisor/ manager they feel comfortable with.

Signs of Psychological Stress:

Absenteeism (not showing up for work)
Tardiness/lateness
Calling in sick often/ coming to work sick
Frustration/ Anger
Attitude change/Moodiness
Decline in Productivity/ Performance
Persistent tiredness /Fatigue
Sadness

Appropriate Action

Firstly, it is important to determine the source of psychological destress: is it work, family, or personal life?

If the cause is one of the following 13 Workplace Psychosocial Factors (see next page), the company’s Risk Reduction commitment must be reviewed for the employee’s particular case, as well as in general. The company will do what it can to remove or mitigate the cause, as appropriate. This may include, for example, a reduction in workload for factor 11, or a change in position for factor 5. The appropriate action may require upper management’s involvement, but only parties required to negotiate necessary changes will be notified. Details of the employee’s situation will be held in strictest confidence.

If the cause is not a workplace factor, but a family or personal factor, the Appropriate Action would be to refer the employee to the Company's Extended Health Care Plan. The Employee Assistance Program includes 4 hours of psychological assistance per year. This is a free and confidential service that covers: Stress or anxiety, addiction, depression, marital or family problems, exhaustion, grief, difficulties at work, self-assurance, life transitions, etc. This service is available 24/7 by phone, online, or in person (phone: 1-877-455-3561). To make use of this service, a referral is required from anyone in a managerial position with Division 15 Mechanical ltd. Ask any manager/ supervisor for a referral to start using this service.

If someone is experiencing a mental health emergency, they should phone 911.

Other public resources for psychological wellness include:

- Fraser Health Crisis Lines
  604-951-8855
  1-877-820-7444
- Vancouver Coastal Crisis Lines:
  604-872-3311 / 604-872-0113 TTY
  1-866-661-3311 / 1-866-872-0113 TTY
  Crisis Chat: www.youthinbc.com
  www.crisiscentrechat.ca
- https://wirthhats.com/resources/
- https://www.heretohelp.bc.ca/screening-self-tests
- https://suicideprevention.ca/need-help/

Confidentiality

Concerns regarding Psychological Wellness are often ignored or concealed, especially in the workplace, due to embarrassment or a perceived or genuine lack of compassion. Division 15 is committed to fostering a safe, supporting, honest and open workplace, with trustworthy and compassionate leaders in place that the employees are comfortable approaching about their Psychological Wellness. Any information about an employee's Psychological Wellness is confidential and will not be communicated to anyone else within the company without the employee's express permission. Any written records will be stored in a secure filing cabinet or in locked files online.

Psychosocial Factors - National Standards

The National Standard of Canada for Psychological Health and Safety in the Workplace lists **13 Psychosocial Factors** that contribute to mental wellness. Division 15 will use this model to help create and maintain a safe and healthy work environment.

Factor One: Psychological Support: A work environment where co-workers are supportive of employees' psychological and mental health concerns and respond appropriately as needed.

Factor Two: Organizational Culture: A work environment characterized by trust, honesty, and fairness.

Factor Three: Clear Leadership & Expectations: A work environment where there is effective leadership and support that helps employees know what they need to do, how their work contributes to the organization, and whether there are impending changes.

Factor Four: Civility and Respect: A work environment where employees are respectful and considerate in their interactions with one another, as well as with customers, clients, and the public.

Factor Five: Psychological Competencies and Requirements: A work environment where there is a good fit between employees' interpersonal and emotional competencies and the requirements of the position they hold.

Factor Six: Growth and Development: A work environment where employees receive encouragement and support in the development of their interpersonal, emotional, and job skills.

Factor Seven: Recognition and Reward: A work environment where there is appropriate acknowledgement and appreciation of employees' efforts in a fair and timely manner.

Factor Eight: Involvement and Influence: A work environment where employees are included in discussions about how their work is done and how important decisions are made.

Factor Nine: Workload Management: A work environment where tasks and responsibilities can be accomplished successfully within the time available.

Factor Ten: Engagement: A work environment where employees feel connected to their work and are motivated to do their job well.

Factor Eleven: Balance: A work environment where there is recognition of the need for balance between the demands of work, family, and personal life.

Factor Twelve: Psychological Protection: A work environment where employees' psychological safety is ensured.

Factor Thirteen: Protection of Physical Safety: A work environment where management takes "Appropriate Action" to protect the physical safety of employees.

*Qualified: *Any person with training specific to Psychological/ Psychosocial Wellness, such as that provided through our safety software or local safety or trades associations.*

Code of Practice: Mentorship

Division 15 Mechanical realizes that to further enhance our safety culture and to guard the psychological health of employees, we need to mentor any new and/or young workers. This is a WorkSafe BC requirement and a requirement for a safe and healthy workplace.

During the orientation for a new and/or young employee, we will inform them of our Mentorship Code of Practice and their responsibility to participate in the Mentorship Program.

Division 15 mentors are volunteers who understand the need to guide new employees and young workers through the safe practices that Division 15 promotes.

Mentor Responsibilities:

- **Coach-** advise the mentees on how to accomplish their goals
- **Sponsor or champion-** provide guidance and help increase the mentee's exposure to new tasks
- **Teacher-** provide learning opportunities and share knowledge. Have mentees read appropriate SWP and/or SJP's and sign off understanding with them.
- **Protector-** provide a safe environment in which the mentee can make mistakes without losing credibility
- **Role model-** walk the talk and demonstrate the behaviours necessary for success

Mentee Responsibilities:

- Show up prepared
- Ask direct questions
- Learn and take notes
- Read and sign off understanding, on the appropriate SWP and/or SJP

Mentors are not expected to be all knowing and all seeing. The Mentorship Code of Practice strives to onboard workers safely so we can all enjoy working in a safe environment and go home safely. We can build a safety culture easily when workers are trained on how to work safely from the start. The psychological benefit is the enhanced well-being of our workers along the continuous road to a healthy workplace.

The Code will be re-evaluated annually, with changes made, when necessary, to fine tune the Practice. The re-evaluation will be completed via questionnaire, involving new/young workers and mentors, to be administered by the Safety Department. The results of the questionnaire will be reviewed by the Safety Department, Human Resources and Operations Management.

A healthy workplace is a prosperous workplace.

Recover at Work (RAW) Policy

In continuing to demonstrate our commitment to providing a safe and healthy work environment, Division 15 Mechanical Ltd. is committed to the wellbeing and rehabilitation of all our employees that are unable to perform their normal duties as a result of being injured on the job.

Division 15 has developed and maintains a formal Recover at Work (RAW) program. The program has been established to assist workers in an early, safe return to work transition through either modified/alternate or light duties that meet the injured employee's functional abilities. Senior management is aware of and understands the physical and emotional challenges that workers face due to injury in addition to the financial implications of those injuries that affect both the worker and the company.

The goal of the Recover at Work program is:

- ✓ That injured workers are treated fairly and consistently from one case to another
- ✓ That each case is guided by and based upon current WSBC regulations and supporting medical documentation, where necessary/ applicable
- ✓ To minimize the impact of work-related injuries on the livelihood of the worker and the productivity of the company
- ✓ To reduce the number of work days lost due to injury/illness
- ✓ To reduce the costs associated with work-related injury/illness

The purpose of this program is so an injured worker can immediately begin their safe recovery while continuing to do meaningful and productive work for the company. The program provides modified duties for many different types of injuries and can be adapted to a worker's specific physical capabilities. Through the collaborative efforts of the injured worker, the worker's Physician/Physiotherapist, the injury management coordinator, WSBC Return to Work specialists, Division 15 management and the worker's supervisor, it is the intent of this program to restore the injured worker to full pre-injury health and employment activities.

Any personal information received or collected that can lead to the identification of the injured worker will be held in the strictest of confidence. Information of a personal nature will be released only if required by law or with the approval of the worker who will specify the nature of the information to be released and to whom it can be released.

The program be reviewed at least annually or more frequently, as required.

Dinos Hadjiloizou, M.Eng., MBA, LEED AP
President & General Manager

January 22, 2025
Date

Code of Practice: Recover at Work (RAW)

The Worker's Role

In order to accurately assist a worker in recovery it is very important to know two basic points:

1. **When did it happen?**
   Workers must report pulls and strains to their supervisor or the safety team the day they happen. If you need to favor a body part or a body part slows you down, Report it.

2. **How did it happen?**
   What was the worker doing? What lead up to the injury, pull or strain?

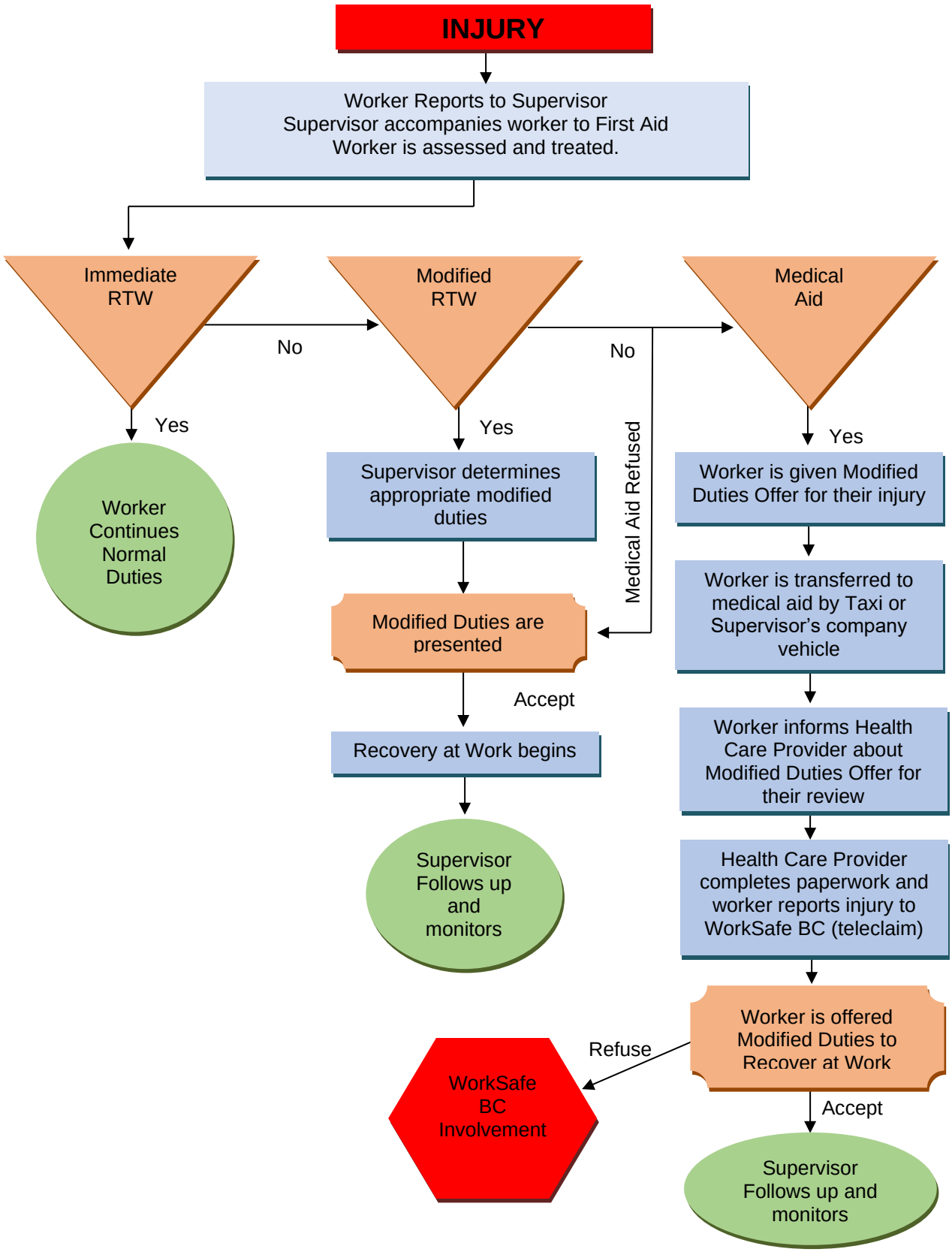
Steps to Take

1. Report it to the supervisor.
2. Fill out a worker statement on the digital safety program.
3. If you do not seek first aid, make note of point 1 & 2 above, on a calendar. (Extra credit for those that call or text the safety team with the information.)
4. If you go to first aid and are recommended to see a doctor you MUST get a R.A.W. package to take with you to the doctor. (you can email from the safety program and print)
5. Have your doctor fill out the appropriate paperwork including the Modified Work Offer if possible.
6. It is extremely important that a member of Safety Team is told of your injury on the day of the incident. There is only a 72-hour window to start your paperwork with WorkSafe BC. (If you are late there could be delays in your rehab appointments and acceptance of the claim.)
7. Follow the prescribed recovery protocol. This includes keeping in touch with the safety team about appointments and recovery.
8. When you are nearing your full capacities again make sure you have a doctor's appointment/physio appointment, so you can get a "Return to Work" form filled out and signed. This lets us know you can start regular duties again. You may still have 1 or 2 physio appointments left after returning to regular duties. This is ok.

Recover at Work Procedure

If a worker is injured, the following steps must be followed:

1. The injured worker will notify the First Aid Attendant and/or the Supervisor on duty, whether they resume work immediately, or require First Aid. **ALL injuries, no matter how minor, must be reported via the worker statement report.**
2. The injury will be assessed by the First Aid Attendant, who will decide if the worker needs medical attention, or can return immediately to modified duties, or can return immediately to regular duties. In the first two situations, the worker is given the Modified Duties Package appropriate to their injury.
3. If necessary, the worker is then sent for medical treatment. They will take the Modified Duties (R.A.W.) Package with them.
4. The Supervisor/First Aid Attendant will report the injury to the Head Office by either filling out the Internal Accident/Incident Report Form and faxing or emailing it in, or by calling the Safety Department. The report must be done immediately (same day as injury).
5. The Safety Department will enter the injury into the Safety Management software and generate a WorkSafe BC Form 7 immediately. The deadline for submission is 72 hours after the injury, however, the sooner it is reported, the better. A Form 7 should be sent in same or next day.
6. **It is imperative that the injured worker communicates and coordinates with the Safety Department on the day of the incident/injury** so that a modified work program can be initiated. Our aim is to provide continuous work, without any lost time.
7. The worker must bring back the Modified Duties (R.A.W.) Package, signed by physician, if applicable, and by supervisor and himself. *(the worker, may, if he chooses, refuse the Modified Work offer. WorkSafe BC will then determine if the refusal is unreasonable based on facts collected and may not pay worker for missed time.*)
8. The Recover at Work Program will then be implemented, with agreed upon modified duties, immediately.
9. The Safety Department will obtain the Claim Number for the injury from WorkSafe BC.
10. The signed package will be given to the Safety Department, who will then send the document to WorkSafe BC to add to the Claim file.
11. The Safety Department will follow up with the worker daily or weekly, as required, to track progress. The worker will record daily progress reporting to the supervisor, and Safety Department.
12. Once the worker is ready to return to regular duties, an Agreement to Return to Regular Duties will be given to the worker. This document will be signed by the worker and supervisor, and a copy sent to WorkSafe BC.


INJURY
Worker Reports to Supervisor
Supervisor accompanies worker to First Aid
Worker is assessed and treated.
Immediate RTW
No
Modified RTW
No
Medical Aid
Yes
Yes
Yes
Worker Continues Normal Duties
Supervisor determines appropriate modified duties
Worker is given Modified Duties Offer for their injury
Medical Aid Refused
Modified Duties are presented
Worker is transferred to medical aid by Taxi or Supervisor's company vehicle
Accept
Recovery at Work begins
Worker informs Health Care Provider about Modified Duties Offer for their review
Supervisor Follows up and monitors
Health Care Provider completes paperwork and worker reports injury to WorkSafe BC (teleclaim)
Worker is offered Modified Duties to Recover at Work
Refuse
WorkSafe BC Involvement
Accept
Supervisor Follows up and monitors

Responsibilities of the Recover at Work Team

RAW Coordinator

- Monitor the RAW policy and procedures are administered and enforced in all areas by providing ongoing education to all parties.
- Establish communication with the injured worker as soon as possible after the injury.
- Submit a Form 7 to WorkSafe BC within 72 hours of the incident.
- Perform an investigation for all incidents.
- Maintain communication with the stakeholders such as WorkSafe BC, healthcare providers and supervisor/Foreperson. Monitor the progress of the injured worker, keep a written log of activities and progress, and report to WorkSafe BC.
- Develop and maintain the reporting and documentation system.
- Coordinate the flow of information to the appropriate stakeholders. Be knowledgeable about privacy legislation.
- Meet with the injured worker and/or Recover at Work team to develop the Recover at Work plan.
- Meet regularly with the OH&S Committee to review the program and amend as necessary.
- Monitor the progress of the Recover at Work plan with the injured worker, the supervisor and WorkSafe BC.
- Problem-solve as issues arise.

Injured Worker

- Know and follow safety policies and procedures.
- Report all injuries and near misses to the Superintendent or Foreperson on site.
- If medical attention is required, inform the healthcare provider about the Recover at Work plan. Return the appropriate forms to the Superintendent or Safety Department.
- Maintain daily contact with the RAW Coordinator through the Safety Management software and communicate any concerns.
- Take an active role in the development of his/her own Recover at Work plan.
- Review the plan with the RAW team.
- Report any concerns with the modified duties to the Superintendent immediately.
- Maintain regular contact with his/her WorkSafe BC representative.

Immediate Supervisor/Employer

- Maintain an environment where all workers know they can, and must, report all injuries or incidents.
- Promote, communicate and educate workers about the employer’s commitment to the Recover at Work Program.
- Create and maintain a safe work environment by reducing or eliminating physical hazards.
- Educate workers on why it is important to report near misses. Take appropriate and immediate action when an injury takes place.
- Use the Recover at Work Program as a guideline but be aware that it will not cover all circumstances.
- Ensure the injured worker does not leave without a RAW package, unless the injury is life-threatening. If the worker must leave by ambulance prior to obtaining an offer, ensure it is brought to them in the hospital or at home.
- If injured worker does not appear for work, contact must be made immediately and the Safety coordinator notified.

- Report the injury/accident to the Safety Department, or the Sr. Administrative Assistant, within 24 hours of the incident.
- Create Recover at Work opportunities, and work with the Safety Department and Supervisor to modify, expand, or amend the Modified Duties list.
- Maintain daily contact with the RAW Coordinator, the injured workers, and WorkSafe BC, if necessary.
- Document all activities and progress, daily.
- Maintain confidentiality of any information received regarding the worker's injury or other medical information.
- Monitor the success of the Recover at Work Program and approve changes as agreed upon by the Recover at Work Committee.

First Aid Attendant

- Treat and assess workers injured on the job site.
- Notify the Superintendent or Foreperson if the worker requires medical attention.
- Assist the Superintendent in choosing the appropriate Modified Work Offer for the worker's specific injury.
- Monitor the worker's progress during their Recovery at Work.

HealthCare Provider

The injured worker's primary healthcare provider is a consulting member of the Recover at Work Team. This person should be provided with the Job Task Analysis that will familiarize them with the injured worker's job and work environment. This will enable an accurate assessment of the worker's capabilities to be made. Therefore, the primary healthcare provider's responsibilities include:

- Assessing the condition of the injured worker.
- Providing or referring the injured worker to appropriate medical treatment.
- Contributing their expertise to the development of the RAW plan.
- Completing any forms provided by the employer.
    - Completion of the employer's forms may be outside the claim's costs and the healthcare provider may want payment for this service. These costs will be covered by the employee and reimbursed by the company.
- Provide information on the worker's progress and functional abilities as the recovery progresses. Advise when the worker is able to return to full duties.
- Suggest changes to the modified work offer, if required.

WorkSafe BC Representative

- Provide timely decision-making, information and resources to the RAW Team.
- Review and consider all relevant health care information.
- Arrange assessment referrals and all other rehabilitation services, as required.
- Monitor the progress in the individual Recover at Work plan.

Recovery at Work Contacts

Should you have any questions regarding the Recover at Work Program, Injury Management Program, Company Policies, Modified Work options at Division 15, payroll, or confirmation of employment, please reach out to the following Division 15 contacts:

Safety Manager	**Amanda Lambert, NCSO *(1st contact)***
Phone	604-721-0304
Email	alambert@div15mechanical.com
Sr. Administrative Assistant	**Catherine Gallant**
Phone	604-214-8794
Email	cgallant@div15mechanical.com
HR Manager	**Zeynep Ozdemir**
Phone	604-214-8718
Email	zozdemir@div15mechanical.com

Office is located at:
6700 McMillan Way
Richmond, BC

Phone: 604-214-8730
Fax: 604-214-8731

Office Hours are:
8:00am until 4:30pm
Monday – Friday

To report an injury to Work Safe BC:
TeleClaim: 1-800-WORKERS

INJURY CHECKLIST

❑ **Report any injury** to your supervisor, even one with gradual onset, while at work
❑ **Report to First Aid**
❑ **Report to the Safety Department**, Worker Statement or Amanda Lambert 604-721-0304
❑ If you need to see a doctor, Fill out the Letter to worker in the company safety management software and take a **Modified Work Offer (RAW Package)** with you and get it filled out
❑ Return the paperwork to your supervisor or Safety Department **ASAP** (same day or next)
❑ **Contact Teleclaim** (1-800-WORKERS) to report the injury to WorkSafe BC
❑ Once you are on the Recover at Work Program, **check in with Safety Department daily** and report any issues with the duties regarding your injury via text, email or phone.

Letter to Worker

Date: _____

Dear _____:

We are concerned to hear of your recent injury. Division 15 wishes to assist you in your recovery and have you return to modified or regular duties as part of our R.A.W. (Recover at Work) program. There are forms for yourself and your Healthcare Provider to fill out and return to us, to help us help you. All information provided by yourself and your Healthcare Provider is kept confidential and will be used to help us modify work or find work that suites your particular injury.

We are providing you with our Recover at Work information package that includes:

1. A **Letter to HealthCare Provider** explaining our Recover at Work program;
2. A **WorkSafe BC Form 6A** for your completion;
3. A **Modified Work Offer** for your Healthcare Provider to review and check off "Sedentary" or "Light" duties, and for you to review with your Supervisor or Safety Manager and agree to.

Please take this information to your Health Care Provider on your first visit and have him/her review the offer and check off "Sedentary" or "Light" duties.

Filling out Form 6A and having your Healthcare Provider review the duties will help us greatly in our effort to keep you feeling part of the team by staying productive. We are prepared to make arrangements to suit your needs.

In order to effectively manage your recovery, we require your signature either accepting or declining your participation in our Recovery at Work Program and our offer of Modified Duties. This will be subject to your Healthcare Provider's direction once you see them.

Accept Participation ❑ Decline Participation ❑ Signature: _____

Print Name: _____

Should you have any questions or concerns regarding the Recover at Work process, please call **Amanda Lambert** at **604-721-0304**. If unavailable, contact Catherine Gallant or Zeynep Ozdemir at the head office: 604-214-8730.

Sincerely,

Amanda Lambert, NCSO
Safety Manager

Letter to Healthcare Provider

Date: _____

Employee's name: _____

Dear Healthcare Provider:

At Division 15 Mechanical, Ltd. we are committed to assisting our employees return to safe, and suitable work by providing them with alternate or modified work that will assist in their recovery. To facilitate a successful return to work we have instituted a Recover at Work Program.

We have outlined duties that are immediately available, and suitable for your patient's area of injury.

After examining your patient, please review the Modified Work Offer and check off either "Sedentary" or "Light" Duties, as appropriate. You may also cross off any of the duties you feel the worker will be unable to perform safely, due to their injury.

Should there be a cost associated with completing the form, **please send an invoice** to: APinvoices@div15mechanical.com, or fax/mail to the below address.

Should you have any questions or concerns regarding the Recover at Work process, please call **Amanda Lambert** at **604-721-0304**. If unavailable, contact Catherine Gallant or Zeynep Ozdemir at the head office: 604-214-8730.

Sincerely,

Amanda Lambert, NCSO
Safety Manager

6700 McMillan Way
Richmond, BC V6W 1J7
Phone: 604-214-8790 Fax: 604-214-8731
www.div15mechanical.com

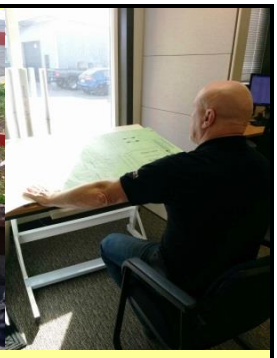
Modified Duties Inventory
BACK

Temporary Limitations: Back		
If the worker has difficulty tolerating standing and walking, progress duties from sedentary tasks to more active tasks where the worker can change positions between walking, standing and sitting, gradually increasing tolerance to lifting and carrying and longer periods of standing and walking. Alternate tasks as required for symptom management.		
Ensure:	**Limit:**	**Avoid:**
• The worker can self-pace and/or take micro breaks. • The worker can change position between walking, standing, and sitting.	• Walking on uneven ground. • Lifting and carrying to light loads (up to 10 kg) or medium loads (10kg to 20kg), depending on frequency and postures.	• Repetitive bending or jarring. • Long periods of static standing or sitting. • Extreme bending or twisting of the back.

Please check "Sedentary" or "Light. Please cross out any exceptions in accepted section.
***Green** – Training, **Blue** – Office Helper, **Yellow** – Field*

❑ **Sedentary Duties- <u>Physical Demands</u>** These duties can be done **primarily sitting if required**; otherwise, it is sit and stand as tolerated. **NO lifting, pushing, or pulling required.** Carrying items that weigh less than 2 kg i.e. paper, clipboard, and pen. Chair and workbench available. Micro-rest breaks as needed. Work is self-paced. Tasks can be rotated every few hours to allow change in position.

Duties	Primary Tasks	
Scissor Lift Training Confined Space Training Fall Protection Training WHMIS Training Ladder Safety Training PPE Training- types and uses Scaffolding Erection & Use Rough Terrain Forklift Rigging Training	• Watching videos • Learning theory • Minimal writing or keyboard typing for tests at end of modules • Training in main office – flat entrance, and paved flooring.	
Inventory Filing/ Organization Printing/Photocopying Creating binders, tabs, labels Analyzing/amending drawings Assembling paperwork Working in Excel	• Counting and documenting inventory • Keyboard typing and writing • Minimal walking to printer and back. • No lifting or carrying greater than 2 kg	 

Confined Space Attendant	• Using an atmospheric monitor to monitor air quality within a confined space, and documenting gas levels on clipboard. Using radio to communicate with worker's in confined space. Radio in any emergency situations. • No lifting or carrying greater than 5 kg	 
Amending Drawings Safety Materials Inventory	• Sitting/standing as able, in trailer with 3-4 steps to entrance	

❑ **Light Duties** *(additional to above)* **Physical Demands** These duties may require some walking, standing but can be done sitting for most part with ability to change positions between sitting and standing. Duties are flexible to allow self pace, and frequent rest breaks. **Lifting is no more than 10 kg.** Chair and workbench available. Micro-rest breaks as needed. Tasks can be rotated every few hours to allow change in position

Duties	**Primary Tasks** *(include micro-rest breaks, as needed)*	
Forklift Training	6hrs theory, 2 hrs hands-on (driving)	
Housekeeping	Dry sweeping, dusting, tidying job site using brooms, and cleaning clothes.	
Labelling/tagging equipment	Ensuring equipment is labelled correctly, and tagged.	
Cutting/soldering/prepping	Cutting copper pipes (standing), prepping fixtures (sitting/ standing), soldering (sitting).	 
Site Inspections (fire/safety)	Accompanying supervisor or safety personnel in the field to conduct safety inspections. (walking, standing) Fire extinguisher checks- read tags to ensure they are up to date. (walking, standing)	
Parts pick-up/delivery	Riding short distances in a vehicle with a driver, light lifting less than 10 kg. Assistance with lifting available.	

Recover at Work Schedule

Hours of work per day:	
Number of days per week:	
Duration of Modified Duties (days):	
Start Date:	
End Date:	
Full Return to Work Date:	

Modified Work Offer

BACK

Remember that you are only to do the tasks that are allowed within your current limitations.

If you have any questions or concerns with the work you have been assigned, please discuss it with your supervisor immediately.

We will meet with you once a week to review your progress, starting on _____ *(yyyy/mm/dd).*

I, _____ (print name), acknowledge reviewing the Recover at Work Modified Work Offer with my employer. I hereby accept the Modified Work Offer. (Please sign below)

Worker's name: (print):	Worker's signature:	Date *(yyyy/mm/dd)*
Employer's name:	Employer's signature:	Date *(yyyy/mm/dd)*

If you do **NOT** wish to accept this Modified Work offer, please explain reason, check here, and sign and date below: ❑

Worker's signature:	Date *(yyyy/mm/dd)*

Please fax a copy to Amanda Lambert, Injury Management Coordinator at 604-214-8731 and copy to WorkSafeBC at 1-888-922-8807 or 604-233-9777.

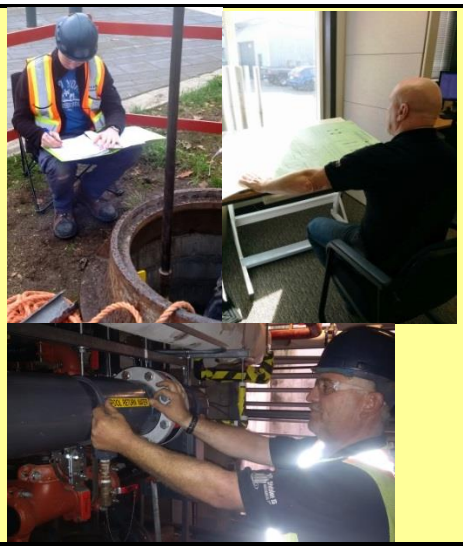
Modified Duties Inventory
EYES

Temporary Limitations: Eyes		
Ensure:	**Limit:**	**Avoid:**
• The worker can self-pace and/or take micro breaks. • Ensure tasks do not require constant visual monitoring/ assessment. Worker should be able to regularly close eyes	• Tasks that require constant visual monitoring. • Tasks that involve potential eye strain (computer work, watching training videos, etc.)	• Watching videos or working on a computer, or other activities which may strain eyes. • Activities that may dry out eyes • Activities that may pose further hazard to eyes

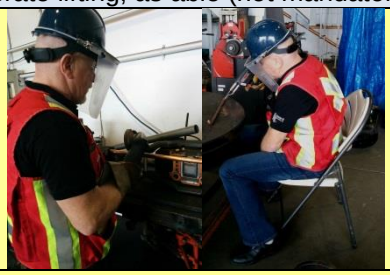
Please check "Sedentary" or "Light". Please cross out any exceptions in accepted section.
***Green** – Training, **Blue** – Office Helper, **Yellow** – Field*

❑ **Sedentary Duties-** These duties can be done primarily sitting if required; otherwise, it is sit and stand as tolerated. **NO lifting, pushing, or pulling required. No activities above shoulder level**. No periods of sustained looking up, down or over the shoulder. Lifting is limited to light load nothing over 2 kg i.e. paper, clipboard, and pen. Chair and workbench available. Micro-rest breaks as needed. Work is self-paced. Tasks can be rotated every few hours to allow change in position. **Tasks can be accommodated where there is no ladder climbing.**

Duties	**Primary Tasks** *(include micro-rest breaks, as needed)*	
Scissor Lift Training Confined Space Training Fall Protection Training WHMIS Training Ladder Safety Training PPE Training- types and uses Scaffolding Erection & Use Rough Terrain Forklift Rigging Training	• Watching videos • Learning theory • Minimal writing or keyboard typing for tests at end of modules	
Filing/ Organization Printing/Photocopying Creating binders, tabs, labels Analysing/amending drawings Working in Excel Assembling paperwork	• Counting and documenting inventory • Minimal keyboard typing and writing • Minimal walking to printer and back. • No lifting or carrying greater than 2 kg	 

Confined Space Attendant Amending Drawings Labelling/tagging equipment Safety Materials Inventory	• Using an atmospheric monitor to monitor air quality within a confined space, and documenting gas levels on clipboard. Using radio to communicate with worker's in confined space. Radio in any emergency situations. • No lifting or carrying greater **t**han 5 kg. • Accompanying supervisor or safety personnel in the field to conduct safety inspections. • Fire extinguisher checks- read tags to ensure they are up to date	

❑ **Light Duties** *(additional to above)*. These duties may require some walking, standing but can be done sitting for most part. Duties are flexible to allow self pace, and frequent rest breaks. **Lifting is no more than 10 kg.** No activities above shoulder level. No periods of sustained looking up, down or over the shoulder Chair and workbench available. **Tasks can be accommodated where there is no ladder climbing.** Micro-rest breaks as needed. Work is self-paced. Tasks can be rotated every few hours to allow change in position

Duties	**Primary Tasks** *(include micro-rest breaks, as needed)*	
Inventory	Counting, walking, writing, light to moderate lifting, as able (not mandatory)	
Cutting/soldering/prepping	Cutting copper pipes (standing), prepping fixtures (sitting/standing), soldering (sitting).	
Site Inspections (fire/safety)	• Accompanying supervisor or safety personnel in the field to conduct safety inspections. • Fire extinguisher checks- read tags to ensure they are up to date	
Housekeeping	Sweeping, dry-mopping, dusting, tidying job site	
Parts pick-up/delivery	Riding short distances in a vehicle with a driver, light lifting less than 10 kg. Assistance with lifting available.	

Recover at Work Schedule

Hours of work per day:	
Number of days per week:	
Duration of Modified Duties (days):	
Start Date:	
End Date:	
Full Return to Work Date:	

Modified Work Offer
EYES

Remember that you are only to do the tasks that are allowed within your current limitations.

If you have any questions or concerns with the work you have been assigned, please discuss it with your supervisor immediately.

We will meet with you once a week to review your progress, starting on _____ *(yyyy/mm/dd).*

I, _____ *(print name),* acknowledge reviewing the Recover at Work Modified Work Offer with my employer. I hereby accept the Modified Work Offer. *(Please sign below)*

Worker's name: (print):	Worker's signature:	Date *(yyyy/mm/dd)*
Employer's name:	Employer's signature:	Date *(yyyy/mm/dd)*

If you do **NOT** wish to accept this Modified Work offer, please explain reason, check here, and sign and date below:
❑

Worker's signature:	Date *(yyyy/mm/dd)*

Please fax a copy to Amanda Lambert, Injury Management Coordinator at 604-214-8731 and copy to WorkSafeBC at 1-888-922-8807 or 604-233-9777.

Modified Duties Inventory
KNEE/ FOOT/ ANKLE/ LEG

Temporary Limitations: Knee/Foot/Ankle/Leg *Requires possible sedentary sitting duties initially during recovery period if non-weight bearing. The progress to duties that require minimal walking and standing when weight-bearing.		
Ensure:	**Limit:**	**Avoid:**
• The worker can self-pace and/or take micro breaks. • Worker has ability to frequently change positions between standing/walking/sitting. • Worker can occasionally elevate the knee/foot/ankle • Worker's tolerance for weight bearing before assigning to duties requiring walking and standing.	• Walking on uneven ground.	• Long periods of standing or walking. • Deep squatting, kneeling, and crouching. • Pivoting on the knee. • Stair use or ladder climbing. • Avoid activities requiring bracing, balancing or running

Please check "Sedentary" or "Light". Please cross out any exceptions in accepted section.
***Green** – Training, **Blue** – Office Helper, **Yellow** – Field*

❑ **Sedentary Duties:** These duties can be done **primarily sitting if required**; otherwise, it is sit and stand as tolerated. **NO lifting, pushing, or pulling required.** Carrying items that weigh 2 kg i.e. paper, clipboard, and pen. Chair and workbench available. Micro-rest breaks as needed. Work is self-paced. Tasks can be rotated every few hours to allow change in position. **Tasks can be accommodated where there is no stair or ladder climbing.**

Duties	**Primary Tasks** *(include micro-rest breaks, as needed)*	
Scissor Lift Training Confined Space Training Fall Protection Training WHMIS Training Ladder Safety Training PPE Training- types and uses Scaffolding Erection & Use Rough Terrain Forklift Rigging Training	• Watching videos • Learning theory • Minimal writing or keyboard typing for tests at end of modules • Entrance to main office is on a flat level, with paved flooring.	
Inventory Filing/ Organization Printing/Photocopying Creating binders, tabs, labels	• Counting and documenting inventory • Keyboard typing and writing • Minimal walking to printer and back (can be removed if unable). • No lifting or carrying greater than 2 kg	 

Amending Drawings	• Sitting/standing as able, in trailer with 3-4 steps to entrance.	 
Confined Space Attendant	• Using an atmospheric monitor to monitor air quality within a confined space, and documenting gas levels on clipboard. Using radio to communicate with worker's in confined space. Radio in any emergency situations. • No lifting or carrying greater than 5 kg.	

❑ **Light Duties** *(additional to above)* These duties may **<u>require some walking, standing</u>** but can be done sitting for most part. Duties are flexible to allow self pace, and frequent rest breaks. **Lifting is no more than 10 kg.** Chair and workbench available. **Tasks can be accommodated where there is no stair or ladder climbing.** Micro-rest breaks as needed. Work is self-paced. Tasks can be rotated every few hours to allow change in position.

Duties	**Primary Tasks** *(include micro-rest breaks, as needed)*	
Housekeeping	Light dusting, dry mopping or sweeping, and wiping down counters.	
Labelling/tagging equipment	Ensuring equipment is labelled correctly, and tagged.	
Cutting/soldering/prepping	Cutting copper pipes (standing), prepping fixtures (sitting/standing), soldering (sitting).	 
Safety Materials Inventory	Taking inventory of safety materials on site	
Site Inspections (fire/safety)	Accompanying supervisor or safety personnel in the field to conduct safety inspections. Fire extinguisher checks- read tags to ensure they are up to date	
Parts pick-up/delivery	Riding short distances in a vehicle with a driver, light lifting less than 10 kg. Assistance with lifting available.	

Recover at Work Schedule

Hours of work per day:	
Number of days per week:	
Duration of Modified Duties (days):	
Start Date:	
End Date:	
Full Return to Work Date:	

Modified Work Offer
KNEE/ FOOT/ ANKLE/ LEG

Remember that you are only to do the tasks that are allowed within your current limitations.

If you have any questions or concerns with the work you have been assigned, please discuss it with your supervisor immediately. We will meet with you once a week to review your progress, starting on _____ *(yyyy/mm/dd).*

I, _____ *(print name),* acknowledge reviewing the Recover at Work Modified Work Offer with my employer. I hereby accept the Modified Work Offer. *(Please sign below)*

Worker's name: (print):	Worker's signature:	Date *(yyyy/mm/dd)*
Employer's name:	Employer's signature:	Date *(yyyy/mm/dd)*

If you do **NOT** wish to accept this Modified Work offer, please explain reason, check here, and sign and date below: ❑

Worker's signature:	Date *(yyyy/mm/dd)*

Please fax a copy to Amanda Lambert, Injury Management Coordinator at 604-214-8731 and copy to WorkSafeBC at 1-888-922-8807 or 604-233-9777.

Modified Duties Inventory
NECK

Temporary Limitations: Neck Listed from sedentary duties with limited to no lifting or reaching to increased lifting activities. Task rotation available as required.		
Ensure:	**Limit:**	**Avoid:**
• The worker can self-pace and/or take micro breaks. • Ensure tasks are rotated and worker is able to self monitor body mechanics.	• Activities with arms above shoulder level, including reaching down. • Limit ladder climbing. • Lifting and carrying to light loads (up to 10 kg) and no lifting and carrying with arms above shoulder level, limit hanging weights.	• Extremes of looking up, down or over the shoulder, especially if sustained for more than a few seconds. • Determine if worker is able to shoulder check, if not place worker as passenger for driving duties.

Please check "Sedentary" or "Light. Please cross out any exceptions in accepted section.
***Green** – Training, **Blue** – Office Helper, **Yellow** – Field*

❑ **Sedentary Duties-** These duties can be done primarily sitting if required; otherwise, it is sit and stand as tolerated. **NO lifting, pushing, or pulling required. <u>No activities above shoulder level</u>**. No periods of sustained looking up, down or over the shoulder. Lifting is limited to light load nothing over 2 kg i.e. paper, clipboard, and pen. Chair and workbench available. Micro-rest breaks as needed. Work is self-paced. Tasks can be rotated every few hours to allow change in position. **Tasks can be accommodated where there is no ladder climbing.**

Duties	**Primary Tasks** *(include micro-rest breaks, as needed)*	
Scissor Lift Training Confined Space Training Fall Protection Training WHMIS Training Ladder Safety Training PPE Training- types and uses Scaffolding Erection & Use Rough Terrain Forklift Rigging Training	• Watching videos • Learning theory • Minimal writing or keyboard typing for tests at end of modules	
Filing/ Organization Printing/Photocopying Creating binders, tabs, labels Analysing/amending drawings Working in Excel Assembling paperwork	• Counting and documenting inventory • Minimal keyboard typing and writing • Minimal walking to printer and back. • No lifting or carrying greater than 2 kg	

Confined Space Attendant Amending Drawings Labelling/tagging equipment Safety Materials Inventory	• Using an atmospheric monitor to monitor air quality within a confined space, and documenting gas levels on clipboard. Using radio to communicate with worker's in confined space. Radio in any emergency situations. • No lifting or carrying greater than 5 kg. • Accompanying supervisor or safety personnel in the field to conduct safety inspections. • Fire extinguisher checks- read tags to ensure they are up to date	  

❑ **Light Duties** *(additional to above)*. These duties may require some walking, standing but can be done sitting for most part. Duties are flexible to allow self pace, and frequent rest breaks. **Lifting is no more than 10 kg.** No activities above shoulder level. No periods of sustained looking up, down or over the shoulder Chair and workbench available. **Tasks can be accommodated where there is no ladder climbing.** Micro-rest breaks as needed. Work is self-paced. Tasks can be rotated every few hours to allow change in position

Duties	**Primary Tasks** *(include micro-rest breaks, as needed)*
Inventory	Counting, walking, writing, light to moderate lifting, as able (not mandatory)
Cutting/soldering/prepping	Cutting copper pipes (standing), prepping fixtures (sitting/standing), soldering (sitting). 
Site Inspections (fire/safety)	• Accompanying supervisor or safety personnel in the field to conduct safety inspections. • Fire extinguisher checks- read tags to ensure they are up to date
Housekeeping	Sweeping, dry-mopping, dusting, tidying job site 
Parts pick-up/delivery	Riding short distances in a vehicle with a driver, light lifting less than 10 kg. Assistance with lifting available.

Recover at Work Schedule

Hours of work per day:	
Number of days per week:	
Duration of Modified Duties (days):	
Start Date:	
End Date:	
Full Return to Work Date:	

Modified Work Offer
NECK

Remember that you are only to do the tasks that are allowed within your current limitations.

If you have any questions or concerns with the work you have been assigned, please discuss it with your supervisor immediately.

We will meet with you once a week to review your progress, starting on _____ *(yyyy/mm/dd).*

I, _____ *(print name),* acknowledge reviewing the Recover at Work Modified Work Offer with my employer. I hereby accept the Modified Work Offer. *(Please sign below)*

Worker's name: (print):	Worker's signature:	Date *(yyyy/mm/dd)*
Employer's name:	Employer's signature:	Date *(yyyy/mm/dd)*

If you do **NOT** wish to accept this Modified Work offer, please explain reason, check here, and sign and date below:
❑

Worker's signature:	Date *(yyyy/mm/dd)*

Please fax a copy to Amanda Lambert, Injury Management Coordinator at 604-214-8731 and copy to WorkSafeBC at 1-888-922-8807 or 604-233-9777.

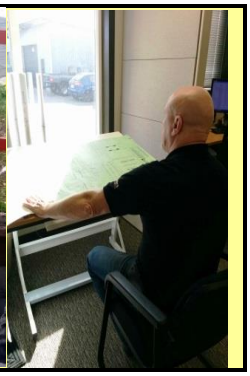
Modified Duties Inventory
SHOULDER

Temporary Limitations: Shoulder		
Ensure:	**Limit:**	**Avoid:**
• The worker can self-pace and/or take micro breaks. • Ensure tasks are rotated and worker is able to self monitor body mechanics.	• Activities with arms above shoulder level, including reaching down. • Limit ladder climbing. • Lifting and carrying to light loads (up to 10 kg), and no lifting and carrying with arms above shoulder level, limit hanging weights.	• Avoid holding arm outstretched for periods especially while holding weights or applying force. • Ensure worker is able to avoid overusing the affected shoulder and can take appropriate rest breaks.

Please check "Sedentary" or "Light". Please cross out any exceptions in accepted section.
***Green** – Training, **Blue** – Office Helper, **Yellow** – Field*

❑ **Sedentary Duties- <u>Physical Demands</u>** These duties can be done **primarily sitting if required**; otherwise, it is sit and stand as tolerated. **NO lifting, pushing, or pulling required. No lifting above shoulder level**. No holding the arms outstretched for sustained periods. Carrying items that weigh less 2 kg i.e. paper, clipboard, and pen. Chair and workbench available. Micro-rest breaks as needed. Work is self-paced. Tasks can be rotated every few hours to allow change in position.

Duties	**Primary Tasks** *(include micro-rest breaks, as needed)*	
Scissor Lift Training Confined Space Training Fall Protection Training WHMIS Training Ladder Safety Training PPE Training- types and uses Scaffolding Erection & Use Rough Terrain Forklift Rigging Training	• Watching videos • Learning theory • Minimal writing or keyboard typing for tests at end of modules	
Inventory Filing/ Organization Printing/Photocopying Creating binders, tabs, labels Analysing/amending drawings Working in Excel Assembling paperwork	• Counting and documenting inventory • Keyboard typing and writing • Minimal walking to printer and back. • No lifting or carrying greater than 2 kg	

Confined Space Attendant Safety Materials Inventory Amending Drawings	• Using an atmospheric monitor to monitor air quality within a confined space, and documenting gas levels on clipboard. Using radio to communicate with worker's in confined space. Radio in any emergency situations. • No lifting or carrying greater than 5 kg.	 

❑ **Light Duties** *(additional to above)* These duties may require some walking, standing but can be done sitting for most part. Duties are flexible to allow self pace, and frequent rest breaks. **Lifting is no more than 10 kg. No activities above shoulder height. No climbing ladders.** Chair and workbench available. Micro-rest breaks as needed. Work is self-paced. Tasks can be rotated every few hours to allow change in position

Duties	**Primary Duties** *(include micro-rest breaks, as needed)*	
Housekeeping	Light dusting and wiping down counters with cloth below waist level.	
Cutting/soldering/prepping	Cutting copper pipes (standing), prepping fixtures (sitting/standing), soldering (sitting).	 
Site Inspections (fire/safety)	Accompanying supervisor or safety personnel in the field to conduct safety inspections. Fire extinguisher checks- read tags to ensure they are up to date	
Parts pick-up/delivery	Riding short distances in a vehicle with a driver, light lifting less than 10 kg. Assistance with lifting available.	

Recover at Work Schedule

Hours of work per day:	
Number of days per week:	
Duration of Modified Duties (days):	
Start Date:	
End Date:	
Full Return to Work Date:	

Modified Work Offer
SHOULDER

Remember that you are only to do the tasks that are allowed within your current limitations.

If you have any questions or concerns with the work you have been assigned, please discuss it with your supervisor immediately.

We will meet with you once a week to review your progress, starting on _____ *(yyyy/mm/dd).*

I, _____ *(print name),* acknowledge reviewing the Recover at Work Modified Work Offer with my employer. I hereby accept the Modified Work Offer. *(Please sign below)*

Worker's name: (print):	Worker's signature:	Date *(yyyy/mm/dd)*
Employer's name:	Employer's signature:	Date *(yyyy/mm/dd)*

If you do **NOT** wish to accept this Modified Work offer, please explain reason, check here, and sign and date below: ❑

Worker's signature:	Date *(yyyy/mm/dd)*

Please fax a copy to Amanda Lambert, Injury Management Coordinator at 604-214-8731 and copy to WorkSafeBC at 1-888-922-8807 or 604-233-9777.

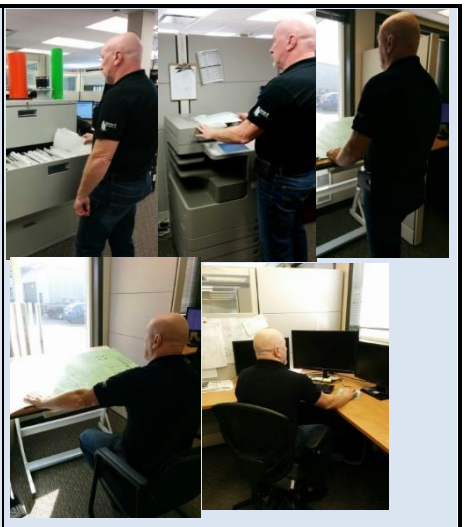
Modified Duties Inventory
WRIST/HAND/FOREARM/ELBOW

Temporary Limitations: Wrist/Hand Begin with sedentary duties if required and increase to more active work as tolerated.		
Ensure:	**Limit:**	**Avoid:**
• The worker can self-pace and/or take micro breaks. • Ensure tasks are rotated and worker is able to self-monitor use of affected wrist or hand and can do tasks with unaffected hand and wrist. • Worker can alternate hands, single handed duties available as required.	• Lifting and carrying to light loads (up to 10 kg). • Repetitive gripping, especially where high or sustained forced are needed. • Limit total time keyboarding or driving	• Avoid extreme postures of the wrist, especially with force.
Temporary Limitations: Elbow/Forearm Begin with sedentary duties if required and increase to more active work as tolerated.		
Ensure:	**Limit:**	**Avoid:**
• The worker can self-pace and/or take micro breaks. • The worker can alternate arms as required.	• Lifting and carrying to light loads (up to 10 kg). • Repetitive elbow bending. • Limit total time keyboarding or driving. • Limit use of impact tools including power tools and hammers.	• Avoid repetitive forearm rotation. • Avoid hanging weights. • Avoid pressure on the elbow.

Please check "Sedentary" or "Light". Please cross out any exceptions in accepted section.
***Green** – Training, **Blue** – Office Helper, **Yellow** – Field*

❑ **Sedentary Duties:** These duties can be done **primarily sitting if required**; otherwise, it is sit and stand as tolerated. **NO lifting, pushing, or pulling required.** Carrying items that weigh less 2 kg i.e. paper, clipboard, and pen. These duties **can be done with non-injured arm or minimal use of injured arm.** There is no repetitive gripping, especially where high or sustained forces are needed. Chair and workbench available. Micro-rest breaks as needed. Work is self-paced. Tasks can be rotated every few hours to allow change in position. **Tasks can be accommodated where there is no ladder climbing.**

Duties	**Primary Tasks** *(include micro-rest breaks, as needed)*	
Scissor Lift Training Confined Space Training Fall Protection Training WHMIS Training Ladder Safety Training PPE Training- types and uses Scaffolding Erection & Use Rough Terrain Forklift Rigging Training	• Watching videos • Learning theory • Minimal writing or keyboard typing for tests at end of modules (can use one finger to type)	

Analysing/amending drawings Working in Excel Inventory Assembling paperwork Filing/ Organization Printing/Photocopying	• Counting and documenting inventory • Minimal keyboard typing and writing • Minimal walking to printer and back. • No lifting or carrying greater than 2 kg	
Confined Space Attendant Amending Drawings Safety Materials Inventory Site Inspections (fire/safety)	• Using an atmospheric monitor to monitor air quality within a confined space, and documenting gas levels on clipboard. Using radio to communicate with worker's in confined space. Radio in any emergency situations. • No lifting or carrying greater than 5 kg. • Accompanying supervisor or safety personnel in the field to conduct safety inspections. • Fire extinguisher checks- read tags to ensure they are up to date	

❑ **Light Duties** *(additional to above)* These duties may require some walking, standing but can be done sitting for most part. Duties are flexible to allow self pace, and frequent rest breaks. **Lifting is no more than 10 kg.** These duties **can be done with non-injured arm or minimal use of injured arm.** Chair and workbench available. **Tasks can be accommodated where there is no ladder climbing.** Micro-rest breaks as needed. Work is self-paced. Tasks can be rotated every few hours to allow change in position.

Duties	**Primary Tasks** *(include micro-rest breaks, as needed)*	
Labelling/tagging equipment	Ensuring equipment is labelled correctly, and tagged.	
Housekeeping	Light dusting and wiping down counters with cloth.	
Parts pick-up/delivery	Riding short distances in a vehicle with a driver, light lifting less than 10 kg. Assistance with lifting available.	

Recover at Work Schedule

Hours of work per day:	
Number of days per week:	
Duration of Modified Duties (days):	
Start Date:	
End Date:	
Full Return to Work Date:	

Modified Work Offer
WRIST/HAND/FOREARM/ELBOW

Remember that you are only to do the tasks that are allowed within your current limitations.
If you have any questions or concerns with the work you have been assigned, please discuss it with your supervisor immediately.

We will meet with you once a week to review your progress, starting on _____ *(yyyy/mm/dd).*

I, _____ *(print name),* acknowledge reviewing the Recover at Work Modified Work Offer with my employer. I hereby accept the Modified Work Offer. *(Please sign below)*

Worker's name: (print):	Worker's signature:	Date *(yyyy/mm/dd)*
Employer's name:	Employer's signature:	Date *(yyyy/mm/dd)*

If you do **NOT** wish to accept this Modified Work offer, please explain reason, check here, and sign and date below: ❑

Worker's signature:	Date *(yyyy/mm/dd)*

Please fax a copy to Amanda Lambert, Injury Management Coordinator at 604-214-8731 and copy to WorkSafeBC at 1-888-922-8807 or 604-233-9777.

RECOVER AT WORK PLANNING FORM
HEALTH CARE PROVIDER'S SECTION

Employee authorization to release information:

I, _____, hereby authorize my Health Care Provider to release the information below to my employer, **Division 15 Mechanical**.

Division 15 Safety Coordinator/ Injury Management Coordinator: **Amanda Lambert** Phone Number: **604-721-0304**

Division 15 Safety Coordinator/ Injury Management Coordinator: **Zeyad Abdelalim** Phone Number: **604-845-3931**

_____ Employee's signature	_____ Date *(yyyy/mm/dd)*

Sickness ❑ Non-Occupational Injury ❑ Work Related Injury ❑ Pre-Existing Condition ❑	Patient is able to return to regular duties at this time: YES ❑ NO ❑ If yes, Date:_____

If you are recommending avoiding or limiting activities, please indicate for how long: _____ days

Are **restricted hours/ graduated return** required? YES ❑ NO ❑ Details: _____

Nature/Area of Injury:

_____ Health Care Provider's Name (*Please Print*)	_____ Health Care Provider's Signature	_____ Date *(yyyy/mm/dd)*
Next follow-up appointment:	Anticipated date for **FULL** Return to Work (if not now):	

Guidelines for modified work

This document provides a list of typical physical limitations for common injuries. These limitations are guidelines to help develop an appropriate offer of selective/light employment or a return-to-work plan.

Low Back

Ensure:
- The worker can self-pace and/or take micro breaks
- The worker can change position between walking, standing, and sitting

Limit:
- Walking on uneven ground
- Lifting and carrying to light or medium loads, depending on frequency and postures

Avoid:
- Jarring
- Repetitive bending
- Long periods of static standing or sitting
- Extreme bending of the back
- Twisting of the back

Shoulder

Ensure:
- The worker can self-pace and/or take micro breaks.

Limit:
- Climbing ladders
- Activities using arm above shoulder level, including reaching down
- Activities which require lifting and carrying to light or medium loads

Avoid:
- Holding the arm outstretched for periods especially while holding weights and applying force
- Lifting and carrying with arm above shoulder level

Knee

Ensure:
- The worker can self-pace and /or take micro breaks
- The worker can occasionally elevate the knee
- The worker can frequently change position between standing, walking, and sitting

Limit:
- Walking on uneven ground

Avoid:
- Long periods of standing or walking
- Deep squatting, kneeling, or crouching
- Pivoting of the knee
- Participating in activities requiring bracing, balancing, or running
- Stair use or ladder climbing

Ankle

Ensure:
- The worker can occasionally elevate the ankle
- The worker can self pace and/or take micro breaks

Limit:
- The use of stairs

Avoid:
- Long periods of standing or walking
- Walking on uneven ground
- Climbing ladders
- Deep squatting and crouching
- Activities requiring balancing, bracing, or running

Elbow/Forearm

Ensure:
- The worker can self-pace and/or take micro breaks

Limit:
- Repetitive or sustained gripping, especially where high forces are required
- Repetitive elbow bending
- The total time spent keyboarding or driving
- The use of impact tools (including power tools and hammers)

Avoid:
- Hanging weights
- Forearm rotations
- Pressure on the elbow

Wrist/Hand

Limit:
- Repetitive gripping, especially where high or sustained forces are needed
- Lifting and carrying to light or medium loads
- The total time keyboarding or driving

Avoid:
- Extreme postures of the wrist, especially with force

Neck

Ensure:
- The worker can self-pace and/or take micro breaks

Limit:
- Activities with arms above shoulder level, including reaching down
- Activities with lifting and carrying to light or medium loads
- Hanging weights
- Ladder climbing

Avoid:
- Lifting and carrying with arms above shoulder level
- Extremes of looking up, down or over the shoulder, especially if sustained for more than a few seconds

Strength categories for handling loads

National Occupational Classification (NOC) is the nationally accepted reference on occupations in Canada and provides a standardized framework for definitions such as pulling, pushing, lifting and/or moving objects during the work performed.

The NOC defines strength used in handling loads (e.g. pulling, pushing, lifting and/or moving objects during the work performed) as follows:

Limited: Work activities involve handling loads up to 5 kg
Light: Work activities involved handling loads of 5 kg but less than 10 kg
Medium: Work activities involve handling loads between 10 and 20 kg
Heavy: Work activities involve handling loads more than 20 kg

WORK SAFE BC

Communication Log

Worker information

Worker last name	First name	Middle initial
Occupation		
Usual work schedule		
Phone number *(include area code)*	Cell *(include area code)*	Work number *(include area code)*
Supervisor name		
WorkSafeBC contact name and number *(include area code)*	Nurse advisor name and number *(include area code)*	
Date of injury *(yyyy-mm-dd)*	Area of injury	
Date received Health Care Professional's assessment *(yyyy-mm-dd)*	Date worker will return to regular duties *(yyyy-mm-dd)*	
Type of accommodation Modified duties ☐ Alternate duties ☐ Modified hours ☐		
Start date of Recover at Work plan *(yyyy-mm-dd)*	Plan prepared by	

Communication log

Date *(yyyy-mm-dd)*	**Hours Worked**	**Review of Progress** *Include absences and a short comment on whether the employee is either tolerating or not tolerating the Recover at Work plan.*	**Worker's Signature**	**Supervisor's Signature**

Date *(yyyy-mm-dd)*	**Hours Worked**	**Review of Progress** *Include absences and a short comment on whether the employee is either tolerating or not tolerating the Recover at Work plan.*	**Worker's Signature**	**Supervisor's Signature**

Agreement to Return to Regular Duties

Worker last name	First name	Date *(yyyy/mm/dd)*

In keeping with our commitment to return injured workers to regular duties as soon as they are safely able to, following receipt of confirmation from the above worker's Health Care Provider, we hereby propose they return to regular duties.

Job position:	
Hours of work per day	Number of days per week
Return to Regular Duties Date *(yyyy-mm-dd)*	
Supervisor's name	

Please sign and date below to indicate your acceptance of your return to Regular Duties:

Worker's signature	Date *(yyyy-mm-dd)*
Employer's signature	Date *(yyyy-mm-dd)*
Physiotherapist's signature	Date *(yyyy-mm-dd)*

If you do **NOT** wish to accept this Return to Regular Duties, please check here and sign and date below:

Worker's signature	Date *(yyyy-mm-dd)*

Please fax copy to WorkSafe BC at 1-888-922-8807 or 604-233-9777

Appendix A

Forms

Appendix A - Forms

- Annual Harness Inspection Report
- Comprehensive Incident Investigation Form
- Confined Space Report Template
- Critical Mechanical Units Lift Form
- Disciplinary Notice
- Employee Termination Form
- Equipment Agreement
- Fall Protection Site Plan Template
- Fire Drill Form
- Field Level Hazard & Risk Analysis (FLHRA)
- First Aid Report
- Internal Accident/Incident Report
- Inspections
  - Head Office
  - Ladder
  - Shop & Yard
  - Work Site Safety Inspection – Group & Individual
- Near Miss and Accident Report Form
- OHS Priorities Worksheet
- Pre-Inspection Checklists
- Project Startup Safety Checklist
- Respirator Fit-Test Report
- Silica Dust Exposure Control Plan
- Subcontractor Ranking Matrix
- Subcontractor's Safety Checklist
- Toolbox Talk Form
- Transmittal for Safety Documents

Appendix B

Emergency Numbers

Emergency Numbers

Office

Name	Title	Office Number	Cell Number
Amanda Lambert, NCSO	Safety Manager		604-721-0304
Scott McDowall	Construction Manager	604-214-8729	604-830-1344
Dinos Hadjiloizou	President & General Manager	604-214-8737	778-892-2034
Catherine Gallant	Sr. Office Administrator	604-214-8794	604-992-6953
Marion Dennison	Office Manager	604-214-8748	604-830-1340
Zeynep Ozdemir	HR Manager	604-214-8718	
Michelle Gillies	Reception/ Administrative Assistant	604-214-8730	

Outside Agencies

Agency	Phone Number	Address
Emergency – Police, Fire, Ambulance	911	
Richmond General Hospital	604-279-9711	7000 Westminster Hwy, Richmond
Vancouver General Hospital	604-875-4111	899 West 12th Ave, Vancouver
Peace Arch Hospital	604-531-5512	15521 Russel Ave, White Rock
Burnaby Hospital	604-434-4211	3935 Kincaid Street, Burnaby
Lions Gate Hospital	604-988-3131	231 East 15th Street, North Vancouver
St. Paul's Hospital	604-682-2344	1081 Burrard Street, Vancouver
Surrey Memorial Hospital	604-581-2211	13750 96th Ave, Surrey
Provincial Emergency Program *(Earthquake, Flood, Chemical Spills)*	1-800-663-3456	
Technical Safety BC (TSBC) *(Report incidents involving boilers, pressure vessels, refrigeration, electrical, elevating devices, gas)*	1-866-566-7233	
WorkSafe BC	604-276-3100	After hours: 1-866-922-4357
Emergency – Fortis BC Emergency	1-800-663-9911	604-298-1400
Emergency – B.C. Hydro	1-888-769-3766	
City Waterworks (Vancouver)	604-323-7800	
Vancouver Water Utility	311	
Canutek *(Emergency Spill Response)*	Dial 666 on cell	
Poison Control Center	604-682-5050 or 604-682-2344	
Non-Emergency – Police (Van)	604-717-3321	
Non-Emergency – Fire Dept. (Van)	604-665-6000	
Non-Emergency – Ambulance	604-872-5151	
24/7 Psychological Wellness Helpline	1-877-455-3561	

UPDATES & CHANGES
2025

2025

1. H&S Policy - updated
2. Hazard Assessment/FLHRA Policy updated
3. Hazardous Materials & Substances –
    a. Responsibilities – updated
    b. Asbestos – added
    c. Flammables, Combustibles & other Dangerous Substances and Gases Program - updated
    d. Respirator Program - updated
    e. Gases/Particles - updated
4. Safe Work Practices
    a. Critical Task and Technical Equipment Evaluation - added
    b. Required Safety Equipment
5. Safe Job Procedures
    a. Critical Task and Technical Equipment Evaluation - added
    b. Required Safety Equipment
6. SWP – Fire Extinguishers - updated
7. SWP – Grinder - updated
8. SWP – Unloading Materials Manually - added
9. SWP – Visiting the Fab Shop - updated
10. SWP – Welding/Soldering - updated
11. SJP – First Aid Reporting - updated
12. SJP – Hot Work - updated
13. SJP – Welding – updated
14. Head Office Rules – updated
15. Site Safety Rules - updated
16. PPE - updated and expanded
17. Training
    a. Identification of the JOHS committee member - added
    b. Scores required when competency evaluated - added
18. Meetings – updated
    a. Inspections - Policy Updated
19. Accident Investigations – updated
20. Emergency Response Procedures – updated
    a. Fire – updated
    b. Loss of Power – updated
    c. Evacuation Plan – updated
    d. First Aid – updated
    e. Chemical spills – updated
    f. Earthquake – updated
21. JOHS – updated
22. Wellness Code of Practice: mentorship – updated
23. RAW – Contacts – updated
24. Emergency Numbers - updated